

Guymon Public Schools

Board of Education Regular Meeting

Monday, July 8, 2024 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order

The meeting was called to order at 5:30 p.m.

1.B. Roll Call

Andy Espericueta: Present  
Carla Hernandez: Present  
Mrs. Elvia Hernandez: Present  
Charity Hitch: Absent  
Alphonso Mata: Present

1.C. Moment of Silence/Pledge of Allegiance

1.D. Open Forum

2. **SUPERINTENDENT'S REPORT**

- TCEC - OSSBA Community Partner Award
- Bereavement Leave Policy
- Staff to Student Communications law change
- Guymon Tiger Sponsorships/Ads - Katie Lindsay
- Board Members - Take photos during senior picture days

Superintendent Purdy informed the board that TCEC had been nominated for an OSSBA Community Partner Award and won. They will be presented with an award at the OSSBA Conference. Next she discussed the new bereavement policy that we would like to implement. She also talked about the new staff to student communications law change. Next, she had Katie Lindsay, our social media specialist, talk about sponsorship/advertisement opportunities for our scoreboard. Lastly, she mentioned that board members need to take pictures on senior picture days (August 5th and 6th).

3. **FINANCIALS**

Motion to approve all the financial reports Passed with a motion by Mrs. Elvia Hernandez and a second by Carla Hernandez.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

3.A. Approval of Budget Reports for June 2024

- 3.B. Approval of Treasurer's Report for June 2024
- 3.C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds

3.D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims **YEAR 2024**

- 1. General Fund: \$231,215.49 PO #789 - 806
- 2. Building Fund: \$12,643.10 PO #15 - 16
- 3. Bond Fund Series 2024: \$549,821.92 PO #2 - 3

**YEAR 2025**

- 1. General Fund: \$606,080.53 PO #81 - 112
- 2. Bond Fund Series 2024: \$441,429.00 PO #1 - 4

4. **CONSENT AGENDA:** The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them. Approval of the Consent Agenda as Listed Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

- 4.A. Approval of Minutes of Special Meetings: June 17, 2024

- 4.B. Approval of fundraisers (**Appendix B**)

- 4.C. Renewal and Ratification of Agreements/Contracts for the Fiscal Year 2024-2025
- Big Five Community Services, Inc. (Head Start) LEA Agreement
  - Lifesplan Physical Therapy

5. **ACTION TOPICS**

- 5.A. Consider and take action on a Lease with the City of Guymon pertaining to Lots Nine (9) and Ten (10) in Block Twenty-four (24), Stonebreaker-Zea Addition to the City of Guymon, said Lease to be for a term extending to December 31, 2075, and said Lease to replace and supersede that certain Lease dated January 1, 2021. Motion to approve a Lease with the City of Guymon pertaining to Lots Nine (9) and Ten (10) in Block Twenty-four (24), Stonebreaker-Zea Addition to the City of Guymon, said Lease to be for a term extending to December 31, 2075, and said Lease to replace and supersede that certain Lease dated January 1, 2021. Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

5.B. Discussion and possible action to revise and adopt the Guymon Board of Education policies: DCD, DED-R2, DEC, DEC-R1, DEC-R2, DHAC, EFEA, EIEC, EIED, FDA, FDC-R1, FEH

Motion to revise and adopt the Guymon Board of Education policies: DCD, DED-R2, DEC, DEC-R1, DEC-R2, DHAC, EFEA, EIEC, EIED, FDA, FDC-R1, FEH  
Passed with a motion by Mrs. Elvia Hernandez and a second by Carla Hernandez.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

5.C. Discussion and possible action to approve the list of school-approved communication platforms:

- School Status
- Google classroom
- School-issued email
- Facebook or Facebook Messenger (only when communication is shared through the official school district account by an authorized district representative)
- Go Guardian
- SeeSaw

Motion to approve the list of school-approved communication platforms: School Status, Google classroom, School-issued email, Facebook or Facebook Messenger (only when communication is shared through the official school district account by an authorized district representative), Go Guardian, SeeSaw with an amendment to include Group Me as well Passed with a motion by Mrs. Elvia Hernandez and a second by Carla Hernandez.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

5.D. Discussion and possible to revise and adopt the Guymon Public Schools student handbooks for the 2024-2025 school year

Motion to revise and adopt the Guymon Public Schools student handbooks for the 2024-2025 school year Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

- 5.E. Discussion and possible action to approve the recommendation to surplus and remove from the inventory the items from Guymon Junior High School  
Motion to surplus and remove from the inventory the items from Guymon Junior High School Passed with a motion by Alphonso Mata and a second by Carla Hernandez.

Andy Espericueta: Yea

Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

- 5.F. Discussion and possible action to approve the recommendation to surplus and remove from the inventory the items from the Technology Department  
Motion to surplus and remove from the inventory the items from the Technology Department Passed with a motion by Alphonso Mata and a second by Carla Hernandez.

Andy Espericueta: Yea

Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

- 5.G. Discussion and possible action to approve the recommendation to surplus and remove from the inventory the items from the Agricultural Education department  
Motion to surplus and remove from the inventory the items from the Agricultural Education department Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea

Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

- 5.H. Discussion and possible action to approve, disapprove or table the Athletic Committee and budget  
Motion to approve the creation of the Athletic Facilities Committee and an annual budget of \$220,000.00 Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea

Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

6. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to discuss the employment, hiring, appointment, or resignation of support and certified staff as listed in **Appendix A**, pursuant to 25 O.S. Section 307 (B)(1)

Motion to go into executive session at 6:43 p.m. Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

7. Acknowledge Return into Open Session

Acknowledge Return to Open Session at 7:28 p.m. Passed with a motion by Alphonso Mata and a second by Mrs. Elvia Hernandez.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

8. Executive session minutes compliance announcement

The board entered into executive session at 6:43 p.m. to discuss the employment, hiring, promotion, or resignation of support and certified staff as listed in Appendix A, as authorized by 25 O.S. Section 307(B)(1). Those present in executive session were Alphonso Mata, Elvia Hernandez, Carla Hernandez, Andy Espericueta, Superintendent Dixie Purdy and Assistant Superintendent Melissa Watson. No action was taken by the board of education.

9. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)

Motion to approve the District Personnel Report Passed with a motion by Mrs. Elvia Hernandez and a second by Alphonso Mata.

Andy Espericueta: Yea  
Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

10. **NEW BUSINESS**

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

11. **ADJOURN**

**INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 12:00 NOON ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.**

I, *Kari Montgomery*, posted this agenda on the \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_ on the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.

\_\_\_\_\_  
*Kari Montgomery, CFO*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Time*

Motion to adjourn at 7:29 p.m. Passed with a motion by Alphonso Mata and a second by Andy Espericueta.

- Andy Espericueta:      Yea
- Carla Hernandez:      Yea
- Mrs. Elvia Hernandez: Yea
- Charity Hitch:        Absent
- Alphonso Mata:        Yea

Yea: 4, Nay: 0, Absent: 1

**Budget Analysis**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Classification Bolding: \$, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
<b>2023-2024</b>						
Fund - 11 GENERAL FUND						
1000 INSTRUCTION	15,380,091.70	15,131,850.00	15,108,205.72	23,644.28	248,241.70	98.39%
2100 SUPPORT STUDENTS	3,188,550.03	2,688,481.86	2,674,349.86	14,132.00	500,068.17	84.32%
2200 SUPPORT INSTRUCTIONAL	1,353,440.74	1,190,207.98	1,159,350.72	30,857.26	163,232.76	87.94%
2300 ADMINISTRATION	1,230,000.00	1,144,254.14	1,144,103.62	150.52	85,745.86	93.03%
2400 PRINCIPALS	1,745,000.00	1,598,751.28	1,596,678.80	2,072.48	146,248.72	91.62%
2500 OFFICE	1,100,000.00	1,026,715.82	981,277.91	45,437.91	73,284.18	93.34%
2600 MAINTENANCE	3,762,978.36	3,722,864.97	3,593,164.78	129,700.19	40,113.39	98.93%
2700 TRANSPORTATION	1,500,000.00	1,036,999.66	993,652.58	43,347.08	463,000.34	69.13%
3000 CHILD NUTRITION	2,513,000.00	2,197,610.55	2,144,860.10	52,750.45	315,389.45	87.45%
4400 ARCHITECTURE & ENGINEERING SERVICES	1,000.00	600.00	600.00	0.00	400.00	60.00%
5600 CORRECTING ENTRY	4,000.00	3,408.11	3,408.11	0.00	591.89	85.20%
<b>Total Fund - 11 GENERAL FUND</b>	<b>\$31,778,060.83</b>	<b>\$29,741,744.37</b>	<b>\$29,399,652.20</b>	<b>\$342,092.17</b>	<b>\$2,036,316.46</b>	<b>93.59 %</b>
Fund - 21 BUILDING FUND						
2600 MAINTENANCE	5,128,140.90	202,470.88	89,899.78	112,571.10	4,925,670.02	3.95%
4700 BUILDING IMPROVEMENT SERVICES	554,717.61	0.00	0.00	0.00	554,717.61	0.00%
<b>Total Fund - 21 BUILDING FUND</b>	<b>\$5,682,858.51</b>	<b>\$202,470.88</b>	<b>\$89,899.78</b>	<b>\$112,571.10</b>	<b>\$5,480,387.63</b>	<b>3.56 %</b>
Fund - 32 BOND FUND						
2300 ADMINISTRATION	2,000.00	1,224.00	1,224.00	0.00	776.00	61.20%
2500 OFFICE	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
2600 MAINTENANCE	5,636,140.37	5,250,599.00	4,032,726.00	1,217,873.00	385,541.37	93.16%
4400 ARCHITECTURE & ENGINEERING SERVICES	27,809.51	0.00	0.00	0.00	27,809.51	0.00%
4700 BUILDING IMPROVEMENT SERVICES	45,000.00	0.00	0.00	0.00	45,000.00	0.00%
5100 DEBT SERVICE	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
<b>Total Fund - 32 BOND FUND</b>	<b>\$5,714,949.88</b>	<b>\$5,251,823.00</b>	<b>\$4,033,950.00</b>	<b>\$1,217,873.00</b>	<b>\$463,126.88</b>	<b>91.90 %</b>
Fund - 33 BOND FUND SERIES 2024						
2300 ADMINISTRATION	2,000.00	840.00	0.00	840.00	1,160.00	42.00%
2500 OFFICE	750,847.22	21,821.92	0.00	21,821.92	729,025.30	2.91%
4400 ARCHITECTURE & ENGINEERING SERVICES	2,000,000.00	528,000.00	0.00	528,000.00	1,472,000.00	26.40%
<b>Total Fund - 33 BOND FUND SERIES 2024</b>	<b>\$2,752,847.22</b>	<b>\$550,661.92</b>	<b>\$0.00</b>	<b>\$550,661.92</b>	<b>\$2,202,185.30</b>	<b>20.00 %</b>
Fund - 41 SINKING FUND						
5100 DEBT SERVICE	2,468,515.34	2,021,560.00	2,021,560.00	0.00	446,955.34	81.89%
<b>Total Fund - 41 SINKING FUND</b>	<b>\$2,468,515.34</b>	<b>\$2,021,560.00</b>	<b>\$2,021,560.00</b>	<b>\$0.00</b>	<b>\$446,955.34</b>	<b>81.89 %</b>
Fund - 81 GIFT FUND						
2500 OFFICE	6,694.01	0.00	0.00	0.00	6,694.01	0.00%
<b>Total Fund - 81 GIFT FUND</b>	<b>\$6,694.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,694.01</b>	<b>0.00 %</b>
Fund - 86 CASUALTY/FLOOD INS FUND						
2100 SUPPORT STUDENTS	185,560.82	0.00	0.00	0.00	185,560.82	0.00%

**Budget Analysis**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Classification Bolding: \$, Print Detail: False

<b>Classification</b>	<b>Appropriation</b>	<b>Encumbered</b>	<b>Paid</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>% Enc Budget</b>
2023-2024						
Fund - 86 CASUALTY/FLOOD INS FUND						
<b>Total Fund - 86 CASUALTY/FLOOD INS FUND</b>	<b>\$185,560.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,560.82</b>	<b>0.00 %</b>
<b>Total 2023-2024</b>	<b>\$48,589,486.61</b>	<b>\$37,768,260.17</b>	<b>\$35,545,061.98</b>	<b>\$2,223,198.19</b>	<b>\$10,821,226.44</b>	<b>77.73 %</b>
<b>Report Total</b>	<b>\$48,589,486.61</b>	<b>\$37,768,260.17</b>	<b>\$35,545,061.98</b>	<b>\$2,223,198.19</b>	<b>\$10,821,226.44</b>	<b>77.73 %</b>

**FY24 REVENUE BUDGET**

Code	Source	2022-23	2023-24	2023-24	2023-24
		COLLECTED	PROJECTED	TOTAL	REVENUE
		REVENUE	REVENUE	REVENUE	COLLECTED
					PERCENTAGE
<b>1000</b>	<b>DISTRICT SOURCES OF REVENUE</b>				
<b>1100</b>	<b>Taxes Levied/Assessed</b>				
1110	Current Yr. Ad Valorem	\$ 4,657,791.13	\$ 5,597,044.13	\$ 5,375,608.32	96.04%
1120	Prior Yr. Ad Valorem	\$ 75,317.18		\$ 306,335.63	0.00%
1130	Revenue in Lieu			\$ -	0.00%
1140	Revenue from Local Government			\$ -	0.00%
1190	Other Taxes			\$ -	0.00%
	<b>TOTAL DISTRICT TAXES LEVIED/ASSESSED</b>	<b>\$ 4,733,108.31</b>	<b>\$ 5,597,044.13</b>	<b>\$ 5,681,943.95</b>	<b>101.52%</b>
1200	Tuition and Fees	\$ 6,000.00		\$ 5,250.00	0.00%
1300	Interest Earnings	\$ 98,584.40		\$ 224,525.35	0.00%
1400	Rental, Disposals and Commissions	\$ -		\$ -	0.00%
1500	Misc. Reimbursements	\$ 34,570.05		\$ 84,109.17	0.00%
1600	Other Local Sources of Revenue	\$ 21,589.70		\$ 58,629.13	0.00%
1700	Child Nutrition	\$ 306,878.27	\$ 291,534.36	\$ 280,266.53	96.13%
1800	Athletics			\$ -	0.00%
	<b>TOTAL DISTRICT SOURCES OF REVENUE</b>	<b>\$ 5,200,730.73</b>	<b>\$ 5,888,578.49</b>	<b>\$ 6,334,724.13</b>	<b>107.58%</b>
<b>2000</b>	<b>INTERMEDIATE SOURCES OF REVENUE</b>				
2100	County 4 Mill Tax	\$ 732,846.39	\$ 659,561.75	\$ 902,464.71	136.83%
2200	County Mortgage Tax	\$ 64,647.37	\$ 58,182.63	\$ 108,774.33	186.95%
2300	Resale of Property Fund			\$ -	0.00%
2900	Other Intermediate Sources of Revenue			\$ -	0.00%
	<b>TOTAL INTERMEDIATE SOURCES OF REVENUE</b>	<b>\$ 797,493.76</b>	<b>\$ 717,744.38</b>	<b>\$ 1,011,239.04</b>	<b>140.89%</b>
<b>3000</b>	<b>STATE SOURCES OF REVENUE</b>				
<b>3100</b>	<b>State Dedicated Revenue</b>				
3110	Gross Production Tax	\$ 893,290.36	\$ 625,303.25	\$ 476,239.09	76.16%
3120	Motor Vehicle Tax	\$ 1,259,402.30	\$ 1,259,402.30	\$ 1,264,305.95	100.39%
3130	R.E.C. Tax	\$ 272,788.73	\$ 272,788.73	\$ 245,744.22	90.09%
3140	State School Land Earnings	\$ 447,398.74	\$ 447,398.74	\$ 500,671.83	111.91%
3150	Vehicle Tax Stamps	\$ 851.80	\$ 851.80	\$ 670.30	78.69%
3160	Farm Implement			\$ -	0.00%
3170	Trailers and Mobile Homes			\$ -	0.00%
3190	Other Dedicated Revenue			\$ -	0.00%
	<b>TOTAL STATE DEDICATED REVENUE</b>	<b>\$ 2,873,731.93</b>	<b>\$ 2,605,744.82</b>	<b>\$ 2,487,631.39</b>	<b>95.47%</b>
<b>3200</b>	<b>STATE AID - NONCATEGORICAL</b>				
3210	Foundation and Salary Incentive Aid	\$ 11,099,162.96	\$ 13,131,796.91	\$ 12,934,144.27	98.49%
3220	Mid-Term Adjustment For Attendance			\$ -	0.00%
3230	Teacher Consultant Stipend			\$ -	0.00%
3240	Disaster Assistance			\$ -	0.00%
3250	Flexible Benefit Allowance	\$ 1,955,645.04	\$ 2,036,505.48	\$ 2,147,944.23	105.47%
	<b>TOTAL STATE AID - NONCATEGORICAL</b>	<b>\$ 13,054,808.00</b>	<b>\$ 15,168,302.39</b>	<b>\$ 15,082,088.50</b>	<b>99.43%</b>
3300	State Aid - Competitive Grants - Categorical	\$ 15,309.17		\$ 14,227.18	0.00%
3400	State - Categorical	\$ 272,424.17	\$ 191,972.09	\$ 307,640.53	160.25%
3500	Special Programs			\$ -	0.00%
3600	Other State Sources of Revenue	\$ 19,249.12		\$ 15,075.73	0.00%
3700	Child Nutrition Programs	\$ 16,423.48	\$ 15,602.31	\$ 17,325.90	111.05%
3800	State Vocational Programs - Multi-Source	\$ 106,360.70	\$ 84,017.00	\$ 86,540.00	103.00%
	<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 16,358,306.57</b>	<b>\$ 18,065,638.61</b>	<b>\$ 18,010,529.23</b>	<b>99.69%</b>
<b>4000</b>	<b>FEDERAL SOURCES OF REVENUE</b>				
4100	Grants-In-Aid Direct from the Federal Government			\$ -	0.00%
4200	Disadvantaged Students	\$ 1,383,540.81		\$ 1,288,229.67	0.00%
4300	Individuals with Disabilities	\$ 790,407.97		\$ 737,066.01	0.00%
4400	No Child Left Behind	\$ 155,199.45		\$ 104,963.48	0.00%
4500	Grants-In-Aid Passed Through Other State Sources			\$ -	0.00%
4600	Other Federal Sources Passed thru State Dept of Ed	\$ 1,784,866.68		\$ 1,110,131.58	0.00%
4700	Child Nutrition Programs	\$ 1,545,136.75	\$ 1,467,879.91	\$ 1,629,756.12	111.03%
4800	Federal Vocational Education	\$ 33,778.84		\$ 18,792.72	0.00%
	<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 5,692,930.50</b>	<b>\$ 1,467,879.91</b>	<b>\$ 4,888,939.58</b>	<b>333.06%</b>
<b>5000</b>	<b>NON-REVENUE RECEIPTS</b>	<b>\$ 44,871.35</b>		<b>\$ 3,206.28</b>	
<b>6000</b>	<b>BALANCE SHEET ACCOUNTS</b>				
<b>6100</b>	<b>CASH ACCOUNTS</b>				
6110	Cash Forward	\$ 4,214,308.60	\$ 5,638,219.54	\$ 5,638,219.54	
6130	Prior Year Lapsed Appropriations			\$ -	
6140	Estopped Warrants by Statute			\$ -	
	<b>TOTAL BALANCE SHEET ACCOUNTS</b>	<b>\$ 4,214,308.60</b>	<b>\$ 5,638,219.54</b>	<b>\$ 5,638,219.54</b>	
<b>GRAND TOTAL</b>		<b>\$ 32,308,641.51</b>	<b>\$ 31,778,060.93</b>	<b>\$ 35,886,857.80</b>	<b>112.93%</b>

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$5,597,044.13	\$5,375,608.32	\$221,435.81	\$0.00	96.04%	\$25,732.16
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$306,335.63	\$0.00	\$306,335.63	N/A	\$2,370.69
Source - 1230 SUMMER SCHOOL TUITION	\$0.00	\$5,250.00	\$0.00	\$5,250.00	N/A	\$0.00
Source - 1310 INTEREST EARNINGS	\$0.00	\$224,525.35	\$0.00	\$224,525.35	N/A	\$2,656.67
Source - 1510 INSURANCE LOSS RECOVERIES	\$0.00	\$52,069.66	\$0.00	\$52,069.66	N/A	\$0.00
Source - 1530 DAMAGES TO SCHOOL PROPERTY	\$0.00	\$8,140.20	\$0.00	\$8,140.20	N/A	\$25.00
Source - 1550 WORKERS COMPENSATION	\$0.00	\$387.80	\$0.00	\$387.80	N/A	\$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$23,511.51	\$0.00	\$23,511.51	N/A	\$0.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIVATE	\$0.00	\$5,000.00	\$0.00	\$5,000.00	N/A	\$0.00
Source - 1660 MINERAL ROYALTIES/LEASE REVENUE	\$0.00	\$41.54	\$0.00	\$41.54	N/A	\$0.00
Source - 1680 REFUND PRIOR YR EXPENDITURES	\$0.00	\$44,491.18	\$0.00	\$44,491.18	N/A	\$0.00
Source - 1690 MISC REV FROM DISTRICT SOURCES	\$0.00	\$9,096.41	\$0.00	\$9,096.41	N/A	\$2,171.56
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK	\$0.00	\$155,628.39	\$0.00	\$155,628.39	N/A	\$14,423.58
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$33,170.02	\$0.00	\$33,170.02	N/A	\$2,792.25
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$291,534.36	\$16,012.30	\$275,522.06	\$0.00	5.49%	\$2,347.80
Source - 1760 CONTRACT LUNCHES, BREAK, MILK, SUPP	\$0.00	\$71,794.70	\$0.00	\$71,794.70	N/A	\$17,467.44
Source - 1790 OTHER DIST REVENUE (CHILD NUTRIT)	\$0.00	\$3,661.12	\$0.00	\$3,661.12	N/A	\$357.92
<b>Series - 1000 Total</b>	<b>\$5,888,578.49</b>	<b>\$6,334,724.13</b>	<b>\$496,957.87</b>	<b>\$943,103.51</b>	<b>107.58%</b>	<b>\$70,345.07</b>
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$659,561.75	\$902,464.71	\$0.00	\$242,902.96	136.83%	\$6,892.19
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)	\$58,182.63	\$108,774.33	\$0.00	\$50,591.70	186.95%	\$4,074.09
<b>Series - 2000 Total</b>	<b>\$717,744.38</b>	<b>\$1,011,239.04</b>	<b>\$0.00</b>	<b>\$293,494.66</b>	<b>140.89%</b>	<b>\$10,966.28</b>
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$625,303.25	\$476,239.09	\$149,064.16	\$0.00	76.16%	\$38,500.71
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$1,259,402.30	\$1,264,305.95	\$0.00	\$4,903.65	100.39%	\$122,709.63
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX	\$272,788.73	\$245,744.22	\$27,044.51	\$0.00	90.09%	\$17,749.98
Source - 3140 STATE SCHOOL LAND EARNINGS	\$447,398.74	\$500,671.83	\$0.00	\$53,273.09	111.91%	\$73,625.84
Source - 3150 VEHICLE TAX STAMP	\$851.80	\$670.30	\$181.50	\$0.00	78.69%	\$85.94
Source - 3210 FOUNDATION AND SALARY INCENT AID	\$13,131,796.91	\$12,934,144.27	\$197,652.64	\$0.00	98.49%	\$1,225,214.24
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$2,036,505.48	\$0.00	\$2,036,505.48	\$0.00	0.00%	\$0.00
Source - 3620 STATE LAND REIMBURSEMENT	\$0.00	\$229.71	\$0.00	\$229.71	N/A	\$0.00
Source - 3700 CHILD NUTRITION PROGRAM	\$15,602.31	\$0.00	\$15,602.31	\$0.00	0.00%	\$0.00

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3811 COMP HS VOCATIONAL SAL REIMB	\$84,017.00	\$0.00	\$84,017.00	\$0.00	0.00%	\$0.00
<b>Series - 3000 Total</b>	<b>\$17,873,666.52</b>	<b>\$15,422,005.37</b>	<b>\$2,510,067.60</b>	<b>\$58,406.45</b>	<b>86.28%</b>	<b>\$1,477,886.34</b>
Series - 4000						
Source - 4700 CHILD NUTRITION PROGRAMS	\$1,467,879.91	\$0.00	\$1,467,879.91	\$0.00	0.00%	\$0.00
<b>Series - 4000 Total</b>	<b>\$1,467,879.91</b>	<b>\$0.00</b>	<b>\$1,467,879.91</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
Series - 5000						
Source - 5600 CORRECTING ENTRY	\$0.00	\$3,206.28	\$0.00	\$3,206.28	N/A	\$40.02
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$3,206.28</b>	<b>\$0.00</b>	<b>\$3,206.28</b>	<b>N/A</b>	<b>\$40.02</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$3,618,961.17	\$0.00	\$3,618,961.17	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$3,618,961.17</b>	<b>\$0.00</b>	<b>\$3,618,961.17</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$25,947,869.30</b>	<b>\$26,390,135.99</b>	<b>\$4,474,905.38</b>	<b>\$4,917,172.07</b>	<b>101.70%</b>	<b>\$1,559,237.71</b>
Project - 305 INSPIRED TO TEACH EMPLOYMENT						
Series - 3000						
Source - 3413 INSPIRED TO TEACH PAYMENT	\$0.00	\$4,000.00	\$0.00	\$4,000.00	N/A	\$4,000.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	<b>N/A</b>	<b>\$4,000.00</b>
<b>Project - 305 INSPIRED TO TEACH EMPLOYMENT Total</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>	<b>N/A</b>	<b>\$4,000.00</b>
Project - 317 DRIVER EDUCATION						
Series - 3000						
Source - 3440 DRIVER EDUCATION	\$0.00	\$16,170.00	\$0.00	\$16,170.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$16,170.00</b>	<b>\$0.00</b>	<b>\$16,170.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 317 DRIVER EDUCATION Total</b>	<b>\$0.00</b>	<b>\$16,170.00</b>	<b>\$0.00</b>	<b>\$16,170.00</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 331 ED FLEX BENEFITS CERTIFIED IN LIEU						
Series - 3000						
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$30,672.40	\$0.00	\$30,672.40	N/A	\$2,760.52
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$30,672.40</b>	<b>\$0.00</b>	<b>\$30,672.40</b>	<b>N/A</b>	<b>\$2,760.52</b>
<b>Project - 331 ED FLEX BENEFITS CERTIFIED IN LIEU Total</b>	<b>\$0.00</b>	<b>\$30,672.40</b>	<b>\$0.00</b>	<b>\$30,672.40</b>	<b>N/A</b>	<b>\$2,760.52</b>
Project - 332 ED FLEX BENEFIT SUPPORT IN LIEU						
Series - 3000						
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$192,155.97	\$0.00	\$192,155.97	N/A	\$17,294.04
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$192,155.97</b>	<b>\$0.00</b>	<b>\$192,155.97</b>	<b>N/A</b>	<b>\$17,294.04</b>
<b>Project - 332 ED FLEX BENEFIT SUPPORT IN LIEU Total</b>	<b>\$0.00</b>	<b>\$192,155.97</b>	<b>\$0.00</b>	<b>\$192,155.97</b>	<b>N/A</b>	<b>\$17,294.04</b>
Project - 333 STATE TEXTBOOKS						
Series - 3000						
Source - 3420 STATE TEXTBOOK	\$191,972.09	\$192,852.93	\$0.00	\$880.84	100.46%	\$0.00
<b>Series - 3000 Total</b>	<b>\$191,972.09</b>	<b>\$192,852.93</b>	<b>\$0.00</b>	<b>\$880.84</b>	<b>100.46%</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$100,319.91	\$0.00	\$100,319.91	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$100,319.91</b>	<b>\$0.00</b>	<b>\$100,319.91</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 333 STATE TEXTBOOKS Total</b>	<b>\$191,972.09</b>	<b>\$293,172.84</b>	<b>\$0.00</b>	<b>\$101,200.75</b>	<b>152.72%</b>	<b>\$0.00</b>
Project - 334 ED FLEX BENEFIT CERTIFIED MED PD BY STATE						
Series - 3000						
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$1,271,734.06	\$0.00	\$1,271,734.06	N/A	\$114,456.07
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$1,271,734.06</b>	<b>\$0.00</b>	<b>\$1,271,734.06</b>	<b>N/A</b>	<b>\$114,456.07</b>
<b>Project - 334 ED FLEX BENEFIT CERTIFIED MED PD BY STATE Total</b>	<b>\$0.00</b>	<b>\$1,271,734.06</b>	<b>\$0.00</b>	<b>\$1,271,734.06</b>	<b>N/A</b>	<b>\$114,456.07</b>
Project - 335 ED FLEX BENEFIT SUPPORT MED PD BY STATE						
Series - 3000						

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$653,381.80	\$0.00	\$653,381.80	N/A	\$58,804.36
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$653,381.80</b>	<b>\$0.00</b>	<b>\$653,381.80</b>	<b>N/A</b>	<b>\$58,804.36</b>
<b>Project - 335 ED FLEX BENEFIT SUPPORT MED PD BY STATE Total</b>	<b>\$0.00</b>	<b>\$653,381.80</b>	<b>\$0.00</b>	<b>\$653,381.80</b>	<b>N/A</b>	<b>\$58,804.36</b>
Project - 361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY						
Series - 3000						
Source - 3690 OTHER MISC SOURCES OF STATE REVENUE	\$0.00	\$14,846.02	\$0.00	\$14,846.02	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$14,846.02</b>	<b>\$0.00</b>	<b>\$14,846.02</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$81,574.93	\$0.00	\$81,574.93	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$81,574.93</b>	<b>\$0.00</b>	<b>\$81,574.93</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY Total</b>	<b>\$0.00</b>	<b>\$96,420.95</b>	<b>\$0.00</b>	<b>\$96,420.95</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 367 READING SUFFICIENCY ACT (RSA)						
Series - 3000						
Source - 3415 READING SUFFICIENCY ACT	\$0.00	\$94,617.60	\$0.00	\$94,617.60	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$94,617.60</b>	<b>\$0.00</b>	<b>\$94,617.60</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$98,685.14	\$0.00	\$98,685.14	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$98,685.14</b>	<b>\$0.00</b>	<b>\$98,685.14</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 367 READING SUFFICIENCY ACT (RSA) Total</b>	<b>\$0.00</b>	<b>\$193,302.74</b>	<b>\$0.00</b>	<b>\$193,302.74</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 385 CHILD NUTRITION PROGRAM						
Series - 3000						
Source - 3720 STATE MATCHING	\$0.00	\$17,325.90	\$0.00	\$17,325.90	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$17,325.90</b>	<b>\$0.00</b>	<b>\$17,325.90</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$70,725.58	\$0.00	\$70,725.58	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$70,725.58</b>	<b>\$0.00</b>	<b>\$70,725.58</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 385 CHILD NUTRITION PROGRAM Total</b>	<b>\$0.00</b>	<b>\$88,051.48</b>	<b>\$0.00</b>	<b>\$88,051.48</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 388 ALTERNATIVE EDUCATION GRANTS						
Series - 3000						
Source - 3310 ALTERNATIVE & HIGH CHALLENGE EDU	\$0.00	\$14,227.18	\$0.00	\$14,227.18	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$14,227.18</b>	<b>\$0.00</b>	<b>\$14,227.18</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 388 ALTERNATIVE EDUCATION GRANTS Total</b>	<b>\$0.00</b>	<b>\$14,227.18</b>	<b>\$0.00</b>	<b>\$14,227.18</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 411 COMPREHENSIVE SECONDARY PROGRAMS						
Series - 3000						
Source - 3811 COMP HS VOCATIONAL SAL REIMB	\$0.00	\$26,540.00	\$0.00	\$26,540.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$26,540.00</b>	<b>\$0.00</b>	<b>\$26,540.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 411 COMPREHENSIVE SECONDARY PROGRAMS Total</b>	<b>\$0.00</b>	<b>\$26,540.00</b>	<b>\$0.00</b>	<b>\$26,540.00</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 412 VOCATIONAL PROGRAMS ASSSITANCE GRANTS						
Series - 3000						
Source - 3812 VOCATIONAL PROGRAM ASSISTANCE GRANT	\$0.00	\$60,000.00	\$0.00	\$60,000.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 412 VOCATIONAL PROGRAMS ASSSITANCE GRANTS Total</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 421 CARL PERKINS SECONDARY						
Series - 4000						
Source - 4821 CARL PERKINS VOC/APPLIED TECH ED	\$0.00	\$14,131.60	\$0.00	\$14,131.60	N/A	\$0.00

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$14,131.60</b>	<b>\$0.00</b>	<b>\$14,131.60</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 421 CARL PERKINS SECONDARY Total</b>	<b>\$0.00</b>	<b>\$14,131.60</b>	<b>\$0.00</b>	<b>\$14,131.60</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 511 PART A, BASIC PROGRAM						
Series - 4000						
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$827,102.13	\$0.00	\$827,102.13	N/A	\$290,836.94
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$827,102.13</b>	<b>\$0.00</b>	<b>\$827,102.13</b>	<b>N/A</b>	<b>\$290,836.94</b>
<b>Project - 511 PART A, BASIC PROGRAM Total</b>	<b>\$0.00</b>	<b>\$827,102.13</b>	<b>\$0.00</b>	<b>\$827,102.13</b>	<b>N/A</b>	<b>\$290,836.94</b>
Project - 515 SCHOOL SUPPORT						
Series - 4000						
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$46,539.49	\$0.00	\$46,539.49	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$46,539.49</b>	<b>\$0.00</b>	<b>\$46,539.49</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 515 SCHOOL SUPPORT Total</b>	<b>\$0.00</b>	<b>\$46,539.49</b>	<b>\$0.00</b>	<b>\$46,539.49</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 541 PART A TEACHER AND PRIN TRAINING/RECRUITMENT						
Series - 4000						
Source - 4271 TITLE II-A TEACH/PRIN TRAIN/RECRUIT	\$0.00	\$84,281.83	\$0.00	\$84,281.83	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$84,281.83</b>	<b>\$0.00</b>	<b>\$84,281.83</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 541 PART A TEACHER AND PRIN TRAINING/RECRUITMENT Total</b>	<b>\$0.00</b>	<b>\$84,281.83</b>	<b>\$0.00</b>	<b>\$84,281.83</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 552 PART A-STUDENT SUPP & ACADEMIC ENRICH FORM GRANT						
Series - 4000						
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$50,641.28	\$0.00	\$50,641.28	N/A	\$4,846.90
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$50,641.28</b>	<b>\$0.00</b>	<b>\$50,641.28</b>	<b>N/A</b>	<b>\$4,846.90</b>
<b>Project - 552 PART A-STUDENT SUPP &amp; ACADEMIC ENRICH FORM GRANT Total</b>	<b>\$0.00</b>	<b>\$50,641.28</b>	<b>\$0.00</b>	<b>\$50,641.28</b>	<b>N/A</b>	<b>\$4,846.90</b>
Project - 572 PART A, ENGLISH LANG ACQ, ENHANCE & ACHEIVEMENT						
Series - 4000						
Source - 4281 TITLE III PT A ENG LANG ACQUISITION	\$0.00	\$99,637.01	\$0.00	\$99,637.01	N/A	\$9,634.11
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$99,637.01</b>	<b>\$0.00</b>	<b>\$99,637.01</b>	<b>N/A</b>	<b>\$9,634.11</b>
<b>Project - 572 PART A, ENGLISH LANG ACQ, ENHANCE &amp; ACHEIVEMENT Total</b>	<b>\$0.00</b>	<b>\$99,637.01</b>	<b>\$0.00</b>	<b>\$99,637.01</b>	<b>N/A</b>	<b>\$9,634.11</b>
Project - 596 PART A, HOMELESS CHILDREN & YOUTH						
Series - 4000						
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW	\$0.00	\$39,726.34	\$0.00	\$39,726.34	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$39,726.34</b>	<b>\$0.00</b>	<b>\$39,726.34</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 596 PART A, HOMELESS CHILDREN &amp; YOUTH Total</b>	<b>\$0.00</b>	<b>\$39,726.34</b>	<b>\$0.00</b>	<b>\$39,726.34</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 621 FLOW THROUGH, P.L.108-446, IDEA-PART B						
Series - 4000						
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$590,348.90	\$0.00	\$590,348.90	N/A	\$99,558.96
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$590,348.90</b>	<b>\$0.00</b>	<b>\$590,348.90</b>	<b>N/A</b>	<b>\$99,558.96</b>
<b>Project - 621 FLOW THROUGH, P.L.108-446, IDEA-PART B Total</b>	<b>\$0.00</b>	<b>\$590,348.90</b>	<b>\$0.00</b>	<b>\$590,348.90</b>	<b>N/A</b>	<b>\$99,558.96</b>
Project - 628 FLOWTHROUGH - ARP						
Series - 4000						
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$58,639.03	\$0.00	\$58,639.03	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$58,639.03</b>	<b>\$0.00</b>	<b>\$58,639.03</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 628 FLOWTHROUGH - ARP Total</b>	<b>\$0.00</b>	<b>\$58,639.03</b>	<b>\$0.00</b>	<b>\$58,639.03</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 641 PRESCHOOL, AGED 3-5, P.L. 108-446, IDEA-PART B						

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 4000						
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$8,508.66	\$0.00	\$8,508.66	N/A	\$1,364.88
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$8,508.66</b>	<b>\$0.00</b>	<b>\$8,508.66</b>	<b>N/A</b>	<b>\$1,364.88</b>
<b>Project - 641 PRESCHOOL, AGED 3-5, P.L. 108-446, IDEA-PART B Total</b>	<b>\$0.00</b>	<b>\$8,508.66</b>	<b>\$0.00</b>	<b>\$8,508.66</b>	<b>N/A</b>	<b>\$1,364.88</b>
Project - 643 PRESCHOOL - ARP						
Series - 4000						
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$2,265.27	\$0.00	\$2,265.27	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$2,265.27</b>	<b>\$0.00</b>	<b>\$2,265.27</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 643 PRESCHOOL - ARP Total</b>	<b>\$0.00</b>	<b>\$2,265.27</b>	<b>\$0.00</b>	<b>\$2,265.27</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 722 COUNSELOR CORPS GRANT						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$99,890.81	\$0.00	\$99,890.81	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$99,890.81</b>	<b>\$0.00</b>	<b>\$99,890.81</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 722 COUNSELOR CORPS GRANT Total</b>	<b>\$0.00</b>	<b>\$99,890.81</b>	<b>\$0.00</b>	<b>\$99,890.81</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 725 ARP ESSER III						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$3,498.00	\$0.00	\$3,498.00	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$3,498.00</b>	<b>\$0.00</b>	<b>\$3,498.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 725 ARP ESSER III Total</b>	<b>\$0.00</b>	<b>\$3,498.00</b>	<b>\$0.00</b>	<b>\$3,498.00</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 726 ARP ESSER III - SCIENCE OF READING						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$6,460.00	\$0.00	\$6,460.00	N/A	\$2,584.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$6,460.00</b>	<b>\$0.00</b>	<b>\$6,460.00</b>	<b>N/A</b>	<b>\$2,584.00</b>
<b>Project - 726 ARP ESSER III - SCIENCE OF READING Total</b>	<b>\$0.00</b>	<b>\$6,460.00</b>	<b>\$0.00</b>	<b>\$6,460.00</b>	<b>N/A</b>	<b>\$2,584.00</b>
Project - 760 P-EBT LOCAL ADMIN FUNDS						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$5,870.19	\$0.00	\$5,870.19	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$5,870.19</b>	<b>\$0.00</b>	<b>\$5,870.19</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 760 P-EBT LOCAL ADMIN FUNDS Total</b>	<b>\$0.00</b>	<b>\$5,870.19</b>	<b>\$0.00</b>	<b>\$5,870.19</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 762 EMERGENCY OP COSTS REIMBURSEMENT (NSLP)						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$25,854.03	\$0.00	\$25,854.03	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$25,854.03</b>	<b>\$0.00</b>	<b>\$25,854.03</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 762 EMERGENCY OP COSTS REIMBURSEMENT (NSLP) Total</b>	<b>\$0.00</b>	<b>\$25,854.03</b>	<b>\$0.00</b>	<b>\$25,854.03</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 763 LUNCHES						
Series - 4000						
Source - 4710 LUNCHES	\$0.00	\$1,253,782.11	\$0.00	\$1,253,782.11	N/A	\$99,614.75
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$1,253,782.11</b>	<b>\$0.00</b>	<b>\$1,253,782.11</b>	<b>N/A</b>	<b>\$99,614.75</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,054,904.68	\$0.00	\$1,054,904.68	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,054,904.68</b>	<b>\$0.00</b>	<b>\$1,054,904.68</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 763 LUNCHES Total</b>	<b>\$0.00</b>	<b>\$2,308,686.79</b>	<b>\$0.00</b>	<b>\$2,308,686.79</b>	<b>N/A</b>	<b>\$99,614.75</b>
Project - 764 BREAKFASTS						
Series - 4000						
Source - 4720 BREAKFASTS	\$0.00	\$352,523.72	\$0.00	\$352,523.72	N/A	\$28,689.68
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$352,523.72</b>	<b>\$0.00</b>	<b>\$352,523.72</b>	<b>N/A</b>	<b>\$28,689.68</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$435,578.36	\$0.00	\$435,578.36	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$435,578.36</b>	<b>\$0.00</b>	<b>\$435,578.36</b>	<b>N/A</b>	<b>\$0.00</b>

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Project - 764 BREAKFASTS Total</b>	<b>\$0.00</b>	<b>\$788,102.08</b>	<b>\$0.00</b>	<b>\$788,102.08</b>	<b>N/A</b>	<b>\$28,689.68</b>
Project - 765 SPECIAL MILK PROGRAM						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$6,983.02	\$0.00	\$6,983.02	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$6,983.02</b>	<b>\$0.00</b>	<b>\$6,983.02</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 765 SPECIAL MILK PROGRAM Total</b>	<b>\$0.00</b>	<b>\$6,983.02</b>	<b>\$0.00</b>	<b>\$6,983.02</b>	<b>N/A</b>	<b>\$0.00</b>
Project - 766 SUMMER FOOD SERVICE PROGRAM						
Series - 4000						
Source - 4740 SUMMER FOOD SERVICE PROGRAM	\$0.00	\$23,450.29	\$0.00	\$23,450.29	N/A	\$3,935.82
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$23,450.29</b>	<b>\$0.00</b>	<b>\$23,450.29</b>	<b>N/A</b>	<b>\$3,935.82</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$138,762.53	\$0.00	\$138,762.53	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$138,762.53</b>	<b>\$0.00</b>	<b>\$138,762.53</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 766 SUMMER FOOD SERVICE PROGRAM Total</b>	<b>\$0.00</b>	<b>\$162,212.82</b>	<b>\$0.00</b>	<b>\$162,212.82</b>	<b>N/A</b>	<b>\$3,935.82</b>
Project - 795 ESSER III						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$749,340.79	\$0.00	\$749,340.79	N/A	\$63,555.87
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$749,340.79</b>	<b>\$0.00</b>	<b>\$749,340.79</b>	<b>N/A</b>	<b>\$63,555.87</b>
<b>Project - 795 ESSER III Total</b>	<b>\$0.00</b>	<b>\$749,340.79</b>	<b>\$0.00</b>	<b>\$749,340.79</b>	<b>N/A</b>	<b>\$63,555.87</b>
Project - 796 ESSER III - HOMELESS						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$13,602.98	\$0.00	\$13,602.98	N/A	\$2,803.65
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$13,602.98</b>	<b>\$0.00</b>	<b>\$13,602.98</b>	<b>N/A</b>	<b>\$2,803.65</b>
<b>Project - 796 ESSER III - HOMELESS Total</b>	<b>\$0.00</b>	<b>\$13,602.98</b>	<b>\$0.00</b>	<b>\$13,602.98</b>	<b>N/A</b>	<b>\$2,803.65</b>
Project - 797 ESSER HOMELESS II						
Series - 4000						
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$19,924.23	\$0.00	\$19,924.23	N/A	\$1,899.53
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$19,924.23</b>	<b>\$0.00</b>	<b>\$19,924.23</b>	<b>N/A</b>	<b>\$1,899.53</b>
<b>Project - 797 ESSER HOMELESS II Total</b>	<b>\$0.00</b>	<b>\$19,924.23</b>	<b>\$0.00</b>	<b>\$19,924.23</b>	<b>N/A</b>	<b>\$1,899.53</b>
Project - 799 PRIOR YEAR FEDERAL REIUMBURSEMENT						
Series - 4000						
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$214,211.24	\$0.00	\$214,211.24	N/A	\$0.00
Source - 4230 TITLE I-EDU OF MIGRATORY CHILDREN	\$0.00	\$2,349.97	\$0.00	\$2,349.97	N/A	\$0.00
Source - 4281 TITLE III PT A ENG LANG ACQUISITION	\$0.00	\$14,108.00	\$0.00	\$14,108.00	N/A	\$0.00
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$75,310.87	\$0.00	\$75,310.87	N/A	\$0.00
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$1,993.28	\$0.00	\$1,993.28	N/A	\$0.00
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$12,615.19	\$0.00	\$12,615.19	N/A	\$0.00
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW	\$0.00	\$1,980.67	\$0.00	\$1,980.67	N/A	\$0.00
Source - 4689 OTHER MISC SOURCES OF FED REV	\$0.00	\$217,414.77	\$0.00	\$217,414.77	N/A	\$0.00
Source - 4821 CARL PERKINS VOC/APPLIED TECH ED	\$0.00	\$4,661.12	\$0.00	\$4,661.12	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$544,645.11</b>	<b>\$0.00</b>	<b>\$544,645.11</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 799 PRIOR YEAR FEDERAL REIUMBURSEMENT Total</b>	<b>\$0.00</b>	<b>\$544,645.11</b>	<b>\$0.00</b>	<b>\$544,645.11</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 11 GENERAL FUND Total</b>	<b>\$26,139,841.39</b>	<b>\$35,886,857.80</b>	<b>\$4,474,905.38</b>	<b>\$14,221,921.79</b>	<b>137.29%</b>	<b>\$2,365,877.79</b>

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Fund - 21 BUILDING FUND</b>						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$798,909.00	\$767,301.78	\$31,607.22	\$0.00	96.04%	\$3,672.95
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$58,123.11	\$43,725.64	\$14,397.47	\$0.00	75.23%	\$338.38
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$220,000.00	\$0.00	\$220,000.00	N/A	\$220,000.00
Source - 1310 INTEREST EARNINGS	\$0.00	\$173,389.64	\$0.00	\$173,389.64	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$857,032.11</b>	<b>\$1,204,417.06</b>	<b>\$46,004.69</b>	<b>\$393,389.64</b>	<b>140.53%</b>	<b>\$224,011.33</b>
Series - 3000						
Source - 3620 STATE LAND REIMBURSEMENT	\$0.00	\$32.79	\$0.00	\$32.79	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$32.79</b>	<b>\$0.00</b>	<b>\$32.79</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$4,825,826.40	\$4,406,958.11	\$418,868.29	\$0.00	91.32%	\$0.00
<b>Series - 6000 Total</b>	<b>\$4,825,826.40</b>	<b>\$4,406,958.11</b>	<b>\$418,868.29</b>	<b>\$0.00</b>	<b>91.32%</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$5,682,858.51</b>	<b>\$5,611,407.96</b>	<b>\$464,872.98</b>	<b>\$393,422.43</b>	<b>98.74%</b>	<b>\$224,011.33</b>
Project - 318 REDBUD SCHOOL FUNDING ACT						
Series - 3000						
Source - 3400 STATE - CATEGORICAL	\$0.00	\$786,275.91	\$0.00	\$786,275.91	N/A	\$391,953.45
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$786,275.91</b>	<b>\$0.00</b>	<b>\$786,275.91</b>	<b>N/A</b>	<b>\$391,953.45</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$418,868.29	\$0.00	\$418,868.29	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$418,868.29</b>	<b>\$0.00</b>	<b>\$418,868.29</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 318 REDBUD SCHOOL FUNDING ACT Total</b>	<b>\$0.00</b>	<b>\$1,205,144.20</b>	<b>\$0.00</b>	<b>\$1,205,144.20</b>	<b>N/A</b>	<b>\$391,953.45</b>
<b>Fund - 21 BUILDING FUND Total</b>	<b>\$5,682,858.51</b>	<b>\$6,816,552.16</b>	<b>\$464,872.98</b>	<b>\$1,598,566.63</b>	<b>119.95%</b>	<b>\$615,964.78</b>
<b>Fund - 32 BOND FUND</b>						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$38,531.80	\$0.00	\$38,531.80	N/A	\$160.84
Source - 1340 ACCRUED INTEREST ON BOND SALES	\$0.00	\$17,000.00	\$0.00	\$17,000.00	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$55,531.80</b>	<b>\$0.00</b>	<b>\$55,531.80</b>	<b>N/A</b>	<b>\$160.84</b>
Series - 5000						
Source - 5111 PREMIUM ON BONDS SOLD	\$0.00	\$5,002.08	\$0.00	\$5,002.08	N/A	\$0.00
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS	\$0.00	\$4,080,000.00	\$0.00	\$4,080,000.00	N/A	\$0.00
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$4,085,002.08</b>	<b>\$0.00</b>	<b>\$4,085,002.08</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$1,214,949.88	\$1,214,949.88	\$0.00	\$0.00	100.00%	\$0.00
<b>Series - 6000 Total</b>	<b>\$1,214,949.88</b>	<b>\$1,214,949.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$1,214,949.88</b>	<b>\$5,355,483.76</b>	<b>\$0.00</b>	<b>\$4,140,533.88</b>	<b>440.80%</b>	<b>\$160.84</b>
<b>Fund - 32 BOND FUND Total</b>	<b>\$1,214,949.88</b>	<b>\$5,355,483.76</b>	<b>\$0.00</b>	<b>\$4,140,533.88</b>	<b>440.80%</b>	<b>\$160.84</b>
<b>Fund - 33 BOND FUND SERIES 2024</b>						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$8,899.37	\$0.00	\$8,899.37	N/A	\$8,899.37
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$8,899.37</b>	<b>\$0.00</b>	<b>\$8,899.37</b>	<b>N/A</b>	<b>\$8,899.37</b>
Series - 5000						
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS	\$0.00	\$2,800,000.00	\$0.00	\$2,800,000.00	N/A	\$2,744,000.00
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$2,800,000.00</b>	<b>\$0.00</b>	<b>\$2,800,000.00</b>	<b>N/A</b>	<b>\$2,744,000.00</b>

# GUYMON PUBLIC SCHOOLS

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 6/30/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$0.00</b>	<b>\$2,808,899.37</b>	<b>\$0.00</b>	<b>\$2,808,899.37</b>	<b>N/A</b>	<b>\$2,752,899.37</b>
<b>Fund - 33 BOND FUND SERIES 2024 Total</b>	<b>\$0.00</b>	<b>\$2,808,899.37</b>	<b>\$0.00</b>	<b>\$2,808,899.37</b>	<b>N/A</b>	<b>\$2,752,899.37</b>
Fund - 41 SINKING FUND						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$2,468,515.34	\$2,154,923.86	\$313,591.48	\$0.00	87.30%	\$10,315.82
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$131,489.68	\$0.00	\$131,489.68	N/A	\$1,056.14
Source - 1310 INTEREST EARNINGS	\$0.00	\$19,637.26	\$0.00	\$19,637.26	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$2,468,515.34</b>	<b>\$2,306,050.80</b>	<b>\$313,591.48</b>	<b>\$151,126.94</b>	<b>93.42%</b>	<b>\$11,371.96</b>
Series - 3000						
Source - 3620 STATE LAND REIMBURSEMENT	\$0.00	\$92.09	\$0.00	\$92.09	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$92.09</b>	<b>\$0.00</b>	<b>\$92.09</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,757,873.01	\$0.00	\$1,757,873.01	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,757,873.01</b>	<b>\$0.00</b>	<b>\$1,757,873.01</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$2,468,515.34</b>	<b>\$4,064,015.90</b>	<b>\$313,591.48</b>	<b>\$1,909,092.04</b>	<b>164.63%</b>	<b>\$11,371.96</b>
<b>Fund - 41 SINKING FUND Total</b>	<b>\$2,468,515.34</b>	<b>\$4,064,015.90</b>	<b>\$313,591.48</b>	<b>\$1,909,092.04</b>	<b>164.63%</b>	<b>\$11,371.96</b>
Fund - 81 GIFT FUND						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$6.64	\$0.00	\$6.64	N/A	\$0.64
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$6.64</b>	<b>\$0.00</b>	<b>\$6.64</b>	<b>N/A</b>	<b>\$0.64</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$6,694.01	\$6,694.01	\$0.00	\$0.00	100.00%	\$0.00
<b>Series - 6000 Total</b>	<b>\$6,694.01</b>	<b>\$6,694.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$6,694.01</b>	<b>\$6,700.65</b>	<b>\$0.00</b>	<b>\$6.64</b>	<b>100.10%</b>	<b>\$0.64</b>
<b>Fund - 81 GIFT FUND Total</b>	<b>\$6,694.01</b>	<b>\$6,700.65</b>	<b>\$0.00</b>	<b>\$6.64</b>	<b>100.10%</b>	<b>\$0.64</b>
Fund - 86 CASUALTY/FLOOD INS FUND						
Project - 000 NONCATEGORICAL FUNDS						
Series - 1000						
Source - 1510 INSURANCE LOSS RECOVERIES	\$0.00	\$12,695.55	\$0.00	\$12,695.55	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$12,695.55</b>	<b>\$0.00</b>	<b>\$12,695.55</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$185,560.82	\$185,560.82	\$0.00	\$0.00	100.00%	\$0.00
<b>Series - 6000 Total</b>	<b>\$185,560.82</b>	<b>\$185,560.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$0.00</b>
<b>Project - 000 NONCATEGORICAL FUNDS Total</b>	<b>\$185,560.82</b>	<b>\$198,256.37</b>	<b>\$0.00</b>	<b>\$12,695.55</b>	<b>106.84%</b>	<b>\$0.00</b>
<b>Fund - 86 CASUALTY/FLOOD INS FUND Total</b>	<b>\$185,560.82</b>	<b>\$198,256.37</b>	<b>\$0.00</b>	<b>\$12,695.55</b>	<b>106.84%</b>	<b>\$0.00</b>
<b>Report Total</b>	<b>\$35,698,419.95</b>	<b>\$55,136,766.01</b>	<b>\$5,253,369.84</b>	<b>\$24,691,715.90</b>	<b>154.45%</b>	<b>\$5,746,275.38</b>

**GUYMON PUBLIC SCHOOLS**

**Cash Balances**

**Options:** Fiscal Years: 2023-2024, Funds: 11, 21, 32, 33, 41, 81, 86, As Of Date: 6/30/2024, Account Types: AC

**Cash By Account and Fund**

AC 0090	EQUITY BANK - GENERAL FUND		
2023	11	GENERAL FUND	(\$1,857,318.29)
2023	21	BUILDING FUND	\$0.00
2023	32	BOND FUND	\$0.00
2023	41	SINKING FUND	\$0.00
2023	86	CASUALTY/FLOOD INS FUND	\$0.00
2024	11	GENERAL FUND	\$1,889,291.16
2024	21	BUILDING FUND	\$1,735,241.26
2024	32	BOND FUND	\$0.00
2024	41	SINKING FUND	\$1,042,455.90
2024	86	CASUALTY/FLOOD INS FUND	\$198,256.37
		Total AC	0090
			\$3,007,926.40
AC 2071	EQUITY BANK - BOND FUND		
2023	11	GENERAL FUND	\$0.00
2023	32	BOND FUND	\$0.00
2024	32	BOND FUND	\$1,309,381.03
2024	33	BOND FUND SERIES 2024	\$2,808,899.37
		Total AC	2071
			\$4,118,280.40
AC 3055	EQUITY BANK - GIFTS FUND		
2023	81	GIFT FUND	\$0.00
2024	81	GIFT FUND	\$6,700.65
		Total AC	3055
			\$6,700.65
			\$7,132,907.45

**Cash By Fund**

2023	11	GENERAL FUND	(\$1,857,318.29)
2023	21	BUILDING FUND	\$0.00
2023	32	BOND FUND	\$0.00
2023	41	SINKING FUND	\$0.00
2023	81	GIFT FUND	\$0.00
2023	86	CASUALTY/FLOOD INS FUND	\$0.00
2024	11	GENERAL FUND	\$1,889,291.16
2024	21	BUILDING FUND	\$1,735,241.26
2024	32	BOND FUND	\$1,309,381.03
2024	33	BOND FUND SERIES 2024	\$2,808,899.37
2024	41	SINKING FUND	\$1,042,455.90
2024	81	GIFT FUND	\$6,700.65
2024	86	CASUALTY/FLOOD INS FUND	\$198,256.37
			\$7,132,907.45
			\$7,132,907.45

**GUYMON PUBLIC SCHOOLS**

**Investment Ledger**

**Options:** Funds: , Account Nos: , Investment Nos: , Date Range: 7/1/2023 - 6/30/2024, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: True

**Fund: 11**

**Account:** AI 2831 BOP INVESTMENT CD GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1028632831	BOP INVESTMENT CD GENERAL FUND	2/29/2024	8/29/2024		\$1,000,000.00	5.250	\$1,000,000.00
<b>Total 1028632831</b>							<b>\$1,000,000.00</b>
<b>Total AI 2831 BOP INVESTMENT CD GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 2929 BOP INVESTMENT CD GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1028372929	BOP INVESTMENT CD GENERAL FUND	1/11/2024	7/11/2024		\$1,000,000.00	5.350	\$1,000,000.00
<b>Total 1028372929</b>							<b>\$1,000,000.00</b>
<b>Total AI 2929 BOP INVESTMENT CD GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 2961 BOP INVESTMENT CD GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1028372961	BOP INVESTMENT CD GENERAL FUND	1/11/2024	1/9/2025		\$1,000,000.00	5.300	\$1,000,000.00
<b>Total 1028372961</b>							<b>\$1,000,000.00</b>
<b>Total AI 2961 BOP INVESTMENT CD GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4115 EQUITY BANK CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004115	EQUITY BANK CD - GENERAL FUND	1/30/2024	7/30/2024		\$1,000,000.00	5.350	\$1,000,000.00
<b>Total 9696004115</b>							<b>\$1,000,000.00</b>
<b>Total AI 4115 EQUITY BANK CD - GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4124 EQUITY BANK CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004124	EQUITY BANK CD - GENERAL FUND	1/30/2024	7/30/2024		\$1,000,000.00	5.350	\$1,000,000.00
<b>Total 9696004124</b>							<b>\$1,000,000.00</b>
<b>Total AI 4124 EQUITY BANK CD - GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4304 EQUITY BANK CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004304	EQUITY BANK CD - GENERAL FUND	4/16/2024	7/15/2024		\$1,000,000.00	5.150	\$1,000,000.00
<b>Total 9696004304</b>							<b>\$1,000,000.00</b>
<b>Total AI 4304 EQUITY BANK CD - GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4457 EQUITY BANK CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004457	EQUITY BANK CD - GENERAL FUND	6/10/2024	12/4/2024		\$1,000,000.00	5.000	\$1,000,000.00
<b>Total 9696004457</b>							<b>\$1,000,000.00</b>
<b>Total AI 4457 EQUITY BANK CD - GENERAL FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 6898 BOP INVESTMENT CD GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1028896898	BOP INVESTMENT CD GENERAL FUND	4/19/2024	10/17/2024		\$1,000,000.00	5.150	\$1,000,000.00
<b>Total 1028896898</b>							<b>\$1,000,000.00</b>
<b>Total AI 6898 BOP INVESTMENT CD GENERAL FUND</b>							<b>\$1,000,000.00</b>
<b>Total Fund 11</b>							<b>\$8,000,000.00</b>

**Fund: 21**

**GUYMON PUBLIC SCHOOLS**

**Investment Ledger**

**Options:** Funds: , Account Nos: , Investment Nos: , Date Range: 7/1/2023 - 6/30/2024, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: True

**Account:** AI 3001 BOP INVESTMENT CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
2	BOP CD - BUILDING FUND	1/22/2024	7/20/2024		\$1,000,000.00	5.000	\$1,000,000.00
<b>Total 2</b>							<b>\$1,000,000.00</b>
<b>Total AI 3001 BOP INVESTMENT CD - BUILDING FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4070 EQUITY BANK INVESTMENT CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004070	EQUITY BANK CD - BUILDING FUND	1/12/2024	1/8/2025		\$1,000,000.00	5.300	\$1,000,000.00
<b>Total 9696004070</b>							<b>\$1,000,000.00</b>
<b>Total AI 4070 EQUITY BANK INVESTMENT CD</b>							<b>\$1,000,000.00</b>

**Account:** AI 4313 EQUITY BANK CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004313	EQUITY BANK CD - BUILDING FUND	4/16/2024	4/16/2025		\$1,000,000.00	5.000	\$1,000,000.00
<b>Total 9696004313</b>							<b>\$1,000,000.00</b>
<b>Total AI 4313 EQUITY BANK CD - BUILDING FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 4385 EQUITY BANK CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004385	EQUITY BANK CD - BUILDING FUND	5/15/2024	8/5/2024		\$500,000.00	5.000	\$500,000.00
<b>Total 9696004385</b>							<b>\$500,000.00</b>
<b>Total AI 4385 EQUITY BANK CD - BUILDING FUND</b>							<b>\$500,000.00</b>

**Account:** AI 4430 EQUITY BANK CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004430	EQUITY BANK CD - BUILDING FUND	5/18/2024	11/18/2024		\$1,000,000.00	5.000	\$1,000,000.00
<b>Total 9696004430</b>							<b>\$1,000,000.00</b>
<b>Total AI 4430 EQUITY BANK CD - BUILDING FUND</b>							<b>\$1,000,000.00</b>

**Account:** AI 9030 ANCHOR D BANK - BUILDING FUND CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
109030	ANCHOR D BANK BUILDING FUND CD	2/12/2021	8/9/2024		\$500,000.00	4.950	\$500,997.33
<b>Date</b>	<b>Reinvested</b>	<b>Receipt Status</b>					<b>Amount</b>
2/9/2024	Yes	Posted					\$11,113.79
<b>Total Interest</b>							<b>\$11,113.79</b>
<b>Total Reinvested Interest</b>							<b>\$11,113.79</b>
<b>Total 109030</b>							<b>\$512,111.12</b>
<b>Total AI 9030 ANCHOR D BANK - BUILDING FUND CD</b>							<b>\$512,111.12</b>
<b>Total Fund 21</b>							<b>\$5,012,111.12</b>

**Fund:** 41

**Account:** AI 4061 EQUITY BANK INVESTMENT CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
9696004061	EQUITY BANK CD - SINKING FUND	1/12/2024	7/6/2024		\$1,000,000.00	5.350	\$1,000,000.00
<b>Total 9696004061</b>							<b>\$1,000,000.00</b>
<b>Total AI 4061 EQUITY BANK INVESTMENT CD</b>							<b>\$1,000,000.00</b>
<b>Total Fund 41</b>							<b>\$1,000,000.00</b>
<b>Total All Funds</b>							<b>\$14,012,111.12</b>

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
800 SCHOOL ACTIVITY SUBACCOUNTS	\$2,128.24	\$0.00	\$0.00	\$0.00	\$2,128.24	\$0.00	\$2,128.24
801 ADMISSIONS ACCOUNT	\$18,087.13	\$2,102.31	\$0.00	\$5,779.64	\$14,409.80	\$0.00	\$14,409.80
803 HS ACADEMIC BOWL	\$654.06	\$0.00	\$0.00	\$0.00	\$654.06	\$0.00	\$654.06
804 BPA	\$206.16	\$0.00	\$0.00	\$179.95	\$26.21	\$0.00	\$26.21
805 JR HIGH ART	\$726.47	\$0.00	\$0.00	\$0.00	\$726.47	\$0.00	\$726.47
806 HIGH SCHOOL ART	\$9,999.36	\$0.00	\$0.00	\$0.00	\$9,999.36	\$0.00	\$9,999.36
807 AP TESTING	\$3,899.30	\$0.00	\$0.00	\$2,181.00	\$1,718.30	\$0.00	\$1,718.30
808 CARRIER/HOMER LONG/NORTHEAST	\$13,588.62	\$0.00	\$0.00	\$2,894.72	\$10,693.90	\$0.00	\$10,693.90
809 ACADEMY	\$6,605.96	\$0.00	\$0.00	\$1,305.43	\$5,300.53	\$0.00	\$5,300.53
811 FOOTBALL	\$7,211.03	\$4,410.00	\$0.00	\$2,079.75	\$9,541.28	\$0.00	\$9,541.28
812 GOLF - BOYS	\$11,239.38	\$0.00	\$0.00	\$2,305.44	\$8,933.94	\$0.00	\$8,933.94
813 CROSS COUNTRY	\$10,380.42	\$350.00	\$0.00	\$3,457.35	\$7,273.07	\$0.00	\$7,273.07
814 GIRLS BASKETBALL	\$5,728.08	\$3,076.80	\$0.00	\$4,622.84	\$4,182.04	\$0.00	\$4,182.04
815 BOYS BASKETBALL	\$2,103.11	\$0.00	\$0.00	\$310.20	\$1,792.91	\$0.00	\$1,792.91
816 SOFTBALL FAST PITCH	\$6,529.18	\$0.00	\$0.00	\$124.75	\$6,404.43	\$0.00	\$6,404.43
817 BASEBALL	\$1,967.73	\$0.00	\$0.00	\$1,730.36	\$237.37	\$0.00	\$237.37
818 TRACK	\$7,491.70	\$0.00	\$0.00	\$3,393.23	\$4,098.47	\$0.00	\$4,098.47
819 GIRLS SOCCER	\$4,620.38	\$0.00	\$0.00	\$3,764.71	\$855.67	\$0.00	\$855.67
821 HS SUNSHINE COMMITTEE	\$419.01	\$30.00	\$0.00	\$232.79	\$216.22	\$0.00	\$216.22
822 BAND	\$17,803.03	\$0.00	\$0.00	\$3,551.55	\$14,251.48	\$0.00	\$14,251.48
823 VOLLEYBALL (HS/JR HIGH)	\$9,127.93	\$1,005.00	\$0.00	\$676.02	\$9,456.91	\$0.00	\$9,456.91
824 ALUMNI COURT	\$6,321.16	\$0.00	\$0.00	\$0.00	\$6,321.16	\$0.00	\$6,321.16
825 CAUGHT YA	\$2,603.77	\$200.00	\$0.00	\$1,148.55	\$1,655.22	\$0.00	\$1,655.22
826 ACADEMICS TEAM JR HIGH	\$4.13	\$0.00	\$0.00	\$0.00	\$4.13	\$0.00	\$4.13
829 BOYS SOCCER	\$2,120.90	\$0.00	\$0.00	\$919.78	\$1,201.12	\$0.00	\$1,201.12
830 TIGER MEDIA	\$583.33	\$0.00	\$0.00	\$0.00	\$583.33	\$0.00	\$583.33
831 JH DRAMA/THEATER	\$664.00	\$0.00	\$0.00	\$0.00	\$664.00	\$0.00	\$664.00
833 HIGH SCHOOL CHOIR	\$7,052.05	\$0.00	\$0.00	\$2,083.61	\$4,968.44	\$0.00	\$4,968.44
834 COMPUTER/SENIOR VIDEO	\$106.69	\$0.00	\$0.00	\$0.00	\$106.69	\$0.00	\$106.69
835 JR HIGH CHEERLEADERS	\$2,637.88	\$2,100.00	\$0.00	\$2,443.61	\$2,294.27	\$0.00	\$2,294.27
836 HS CHEERLEADERS	\$16,110.97	\$14,110.00	\$0.00	\$10,103.29	\$20,117.68	\$0.00	\$20,117.68
842 CLASS OF 2025	\$7,650.65	\$0.00	\$0.00	\$600.00	\$7,050.65	\$0.00	\$7,050.65
844 CLASS OF 2024	\$2,617.83	\$0.00	\$0.00	\$1,416.00	\$1,201.83	\$0.00	\$1,201.83
847 GRADUATED CLASSES FUND	\$2,465.91	\$0.00	\$0.00	\$0.00	\$2,465.91	\$0.00	\$2,465.91
848 HS PRINCIPAL FUND	\$6,073.45	\$0.00	\$0.00	\$774.21	\$5,299.24	\$0.00	\$5,299.24
849 HS CERAMICS	\$938.53	\$0.00	\$0.00	\$0.00	\$938.53	\$0.00	\$938.53
850 HS ESPORTS	\$887.02	\$0.00	\$0.00	\$184.35	\$702.67	\$0.00	\$702.67
851 DEBATE CLUB	\$1,460.12	\$0.00	\$0.00	\$0.00	\$1,460.12	\$0.00	\$1,460.12
852 DANCE TEAM	\$23,815.21	\$2,232.00	\$0.00	\$10,012.76	\$16,034.45	\$0.00	\$16,034.45
854 ELEMENTARY YEARBOOK	\$13,013.28	\$120.00	\$0.00	\$4,846.20	\$8,287.08	\$0.00	\$8,287.08
855 NORTH PARK ELEMENTARY	\$31,692.52	\$0.00	\$0.00	\$4,640.22	\$27,052.30	\$0.00	\$27,052.30
856 LIBRARY (NORTH PARK)	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00
857 FCA, HIGH SCHOOL	\$19.84	\$0.00	\$0.00	\$0.00	\$19.84	\$0.00	\$19.84
858 FFA	\$19,440.68	\$140.00	\$0.00	\$5,556.63	\$14,024.05	\$0.00	\$14,024.05
859 FFA FARM ACCOUNT	\$13,175.21	\$200.00	\$0.00	\$1,188.37	\$12,186.84	\$0.00	\$12,186.84
861 FCCLA, JR HIGH	\$11,062.63	\$0.00	\$0.00	\$0.00	\$11,062.63	\$0.00	\$11,062.63
862 FCCLA, HIGH SCHOOL	\$1,299.40	\$0.00	\$0.00	\$291.01	\$1,008.39	\$0.00	\$1,008.39
863 INSTRUCTIONAL COACHES	\$1,006.26	\$0.00	\$0.00	\$0.00	\$1,006.26	\$0.00	\$1,006.26
864 FIVE STATE HONOR BAND	\$5,333.11	\$0.00	\$0.00	\$0.00	\$5,333.11	\$0.00	\$5,333.11
865 FRENCH CLUB	\$3,174.49	\$0.00	\$0.00	\$0.00	\$3,174.49	\$0.00	\$3,174.49
866 HALO, JR HIGH	\$1,375.89	\$0.00	\$0.00	\$0.00	\$1,375.89	\$0.00	\$1,375.89
867 HALO, HIGH SCHOOL	\$1,299.10	\$0.00	\$0.00	\$557.54	\$741.56	\$0.00	\$741.56
870 JH GEEK SQUAD	\$6.53	\$0.00	\$0.00	\$0.00	\$6.53	\$0.00	\$6.53
871 JR HIGH FACULTY SUNSHINE	\$860.86	\$0.00	\$0.00	\$400.99	\$459.87	\$0.00	\$459.87
872 JR HIGH	\$3,077.26	\$0.00	\$0.00	\$483.87	\$2,593.39	\$0.00	\$2,593.39
873 LIBRARY (PRAIRIE)	\$7,335.84	\$674.03	(\$1,250.00)	\$109.54	\$6,650.33	\$0.00	\$6,650.33
874 LIBRARY (JR HIGH)	\$1,789.28	\$0.00	\$0.00	\$69.30	\$1,719.98	\$0.00	\$1,719.98

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
875 LIBRARY (HIGH SCHOOL)	\$1,491.66	\$0.00	\$0.00	\$0.00	\$1,491.66	\$0.00	\$1,491.66
877 LIBRARY (ACADEMY, HOMER LONG)	\$5,054.86	\$149.99	\$0.00	\$313.90	\$4,890.95	\$0.00	\$4,890.95
879 HS MISCELLANEOUS	\$6,627.30	\$0.00	\$0.00	\$689.33	\$5,937.97	\$0.00	\$5,937.97
881 NJHS	\$3,062.19	\$0.00	\$0.00	\$90.46	\$2,971.73	\$0.00	\$2,971.73
882 NHS HIGH SCHOOL	\$1,155.61	\$0.00	\$0.00	\$258.99	\$896.62	\$0.00	\$896.62
884 ALTERNATIVE SCHOOL	\$1,091.86	\$0.00	\$0.00	\$0.00	\$1,091.86	\$0.00	\$1,091.86
885 FOLKLORICA, HIGH SCHOOL	\$7,125.51	\$0.00	\$0.00	\$0.00	\$7,125.51	\$0.00	\$7,125.51
886 HS YEARBOOK	\$6,448.03	\$8.00	\$0.00	\$2,000.00	\$4,456.03	\$0.00	\$4,456.03
887 SWIM	\$7,206.00	\$0.00	\$0.00	\$2,355.23	\$4,850.77	\$0.00	\$4,850.77
888 HS ROBOTICS CLUB	\$1,882.84	\$0.00	\$0.00	\$0.00	\$1,882.84	\$0.00	\$1,882.84
889 TECH EDUCATION	\$2,736.69	\$0.00	\$0.00	\$183.83	\$2,552.86	\$406.64	\$2,146.22
890 AUTO MECHANICS	\$1,287.29	\$50.00	\$0.00	\$122.77	\$1,214.52	\$0.00	\$1,214.52
891 PRAIRIE	\$17,676.09	\$1,948.38	\$0.00	\$4,291.37	\$15,333.10	\$0.00	\$15,333.10
895 STUCO, JR HIGH	\$2,773.57	\$0.00	\$0.00	\$1,773.76	\$999.81	\$0.00	\$999.81
896 STUCO, HIGH SCHOOL	\$18,962.10	\$0.00	\$0.00	\$200.00	\$18,762.10	\$0.00	\$18,762.10
899 HS COUNSELORS	\$1,352.59	\$0.00	\$0.00	\$0.00	\$1,352.59	\$0.00	\$1,352.59
901 CARING FOR TIGERS	\$7,105.35	\$0.00	\$0.00	\$0.00	\$7,105.35	\$0.00	\$7,105.35
905 STRENGTH & CONDITIONING	\$350.53	\$0.00	\$0.00	\$0.00	\$350.53	\$0.00	\$350.53
906 YEARBOOK, JR HIGH	\$5,356.16	\$0.00	\$0.00	\$3,390.90	\$1,965.26	\$0.00	\$1,965.26
908 TIGER TALES - FILL THE BUS	\$1,043.28	\$0.00	\$0.00	\$0.00	\$1,043.28	\$0.00	\$1,043.28
909 AFTER SCHOOL PROGRAMS	\$3,250.00	\$0.00	\$0.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00
910 COLOR GUARD	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
911 POWERLIFTING	\$58.52	\$0.00	\$0.00	\$0.00	\$58.52	\$0.00	\$58.52
912 JH TABLE TOP CLUB	\$76.14	\$0.00	\$0.00	\$0.00	\$76.14	\$0.00	\$76.14
915 GOLF - GIRLS	\$11,620.01	\$0.00	\$0.00	\$5,054.01	\$6,566.00	\$0.00	\$6,566.00
917 JH BASEBALL	\$58.60	\$0.00	\$0.00	\$0.00	\$58.60	\$0.00	\$58.60
922 BAND SPECIAL-TRIP ALLOCATIONS	\$6,018.90	\$0.00	\$0.00	\$0.00	\$6,018.90	\$0.00	\$6,018.90
997 CRIMESTOPPERS	\$1,586.65	\$5.23	\$0.00	\$0.00	\$1,591.88	\$0.00	\$1,591.88
998 SUPERINTENDENTS	\$1,200.35	\$0.00	\$0.00	\$516.90	\$683.45	\$0.00	\$683.45
<b>Total</b>	<b>\$463,350.74</b>	<b>\$32,911.74</b>	<b>\$0.00</b>	<b>\$107,661.01</b>	<b>\$388,601.47</b>	<b>\$406.64</b>	<b>\$388,194.83</b>

# GUYMON PUBLIC SCHOOLS

## Encumbrance Register

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 789 - 806, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	789	06/06/2024	882	EMBASSY SUITES NORMAN	LODGING INSTRUCTIONAL COACHES -541 FUNDS	428.00
11	790	06/12/2024	3089	AUGSBURG UNIVERSITY	AP ART & DESIGN ONLINE PROFESSIONAL DEVELOPMENT	775.00
11	793	06/10/2024	417	S & S SERVICES	PORT-A-POT SERVICES	300.00
11	794	06/11/2024	3087	SMART TAG	RIDERSHIP MONITORING SERVICE	37,648.00
11	797	06/20/2024	60854	VISTA HIGHER LEARNING	SUPPLEMENTAL MATERIALS FOR 5/6 GRADE - 572 FUNDS	4,930.78
11	798	06/20/2024	12	AMAZON CAPITAL SERVICES	BOOK STUDY BOOKS FOR PD- 541 FUNDS	14,000.00
11	799	06/19/2024	112	MIDWEST BUS SALES	AC/FREON FOR TRANSPORTATION	352.00
11	800	06/20/2024	78	HADDOCK CORPORATION	INTERACTIVE BOARDS FOR CLASSROOMS- 511 FUNDS	90,976.00
11	801	06/18/2024	465	WALMART CAPITAL ONE	SUMMER SCHOOL FIELD TRIP SUPPLIES- 511 FUNDS	23.66
11	802	06/21/2024	60915	JOE COOPER CHEVROLET	REPLACE TRUCK FOR TRANSP DIRECTOR- INSURANCE FILED	48,632.00
11	803	06/24/2024	3095	SUN COMMUNICATIONS	TRAINING FOR ACADEMIC LEADERS - 541 FUNDS	31,200.00
11	805	06/21/2024	890	SHERATON OKLAHOMA CITY DOWNTOWN	LODGING DIXIE PURDY	120.00
11	806	05/24/2024	53	EQUITY BANK	VOID PAYROLL-MAGGIE CHOI	1,830.05
<b>Non-Payroll Total:</b>						<b>\$231,215.49</b>

**GUYMON PUBLIC SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 15 - 16, Fund Codes: 21

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	15	06/17/2024	60855	TED'S PLUMBING	NEW PLUMBING FOR HL	9,000.00
21	16	06/24/2024	3057	T & T ELECTRICAL LLC	HL PORTABLES ELECTRICAL WIRING	3,643.10
<b>Non-Payroll Total:</b>						<b>\$12,643.10</b>

# GUYMON PUBLIC SCHOOLS

## Encumbrance Register

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 2 - 3, Fund Codes: 33

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
33	2	06/27/2024	60873	CWA GROUP	ARCHITECTURAL FEE - 3RD & 4TH GRADE CENTER	528,000.00
33	3	06/27/2024	11027	BOK FINANCIAL SECURITIES	FINANCIAL ADVISORY SERVICES	21,821.92
<b>Non-Payroll Total:</b>						<b>\$549,821.92</b>

# GUYMON PUBLIC SCHOOLS

## Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 81 - 112, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	81	07/01/2024	710	SEESAW	ANNUAL CONTRACT - PRAIRIE BUDGET	3,746.66
11	82	07/01/2024	60706	DAVIS ELECTRIC INC	ANNUAL FIRE ALARM MONITORING	500.00
11	83	07/01/2024	509	ORGANIZATION OF RURAL OKLA SCHOOL	MEMBERSHIP DUES	800.00
11	84	07/01/2024	372	NRP OF NEW MEXICO	STUDENT PLANNERS- JH BUDGET	1,550.00
11	85	07/01/2024	132	OKTLE	CERTIFIED STAFF EVALUATION SYSTEM '24-'25	8,037.50
11	86	07/01/2024	39	COMPASS ATHLETICS	MATS FOR NP GYM - 1/2 NP BUDGET 1/2 GENERAL FUND	3,025.00
11	88	07/01/2024	19	ARCHWAY	CURRICULUM- ACADEMY, JH & HS	6,910.00
11	89	07/01/2024	3097	UNIVERSITY OF OKLAHOMA- ELQA	ELQA ASSESSMENTS - KINDERGARTEN	3,750.00
11	90	07/01/2024	3096	APPY THERAPY	HANDWRITING CURRICULUM - PRAIRIE	4,437.85
11	91	07/01/2024	10696	LITERACY RESOURCES, LLC	KINDER-3RD HEGGERTY P.A CURRICULUM	3,204.00
11	92	07/01/2024	60772	REALLY GREAT READING, LLC	READING CURRICULUM - 1ST & 2ND GRADE	17,401.00
11	93	07/01/2024	185	THOMPSON SCH. BOOK DEPOSITORY	MATH CURRICULUM -HOMER LONG, PRAIRIE & JUNIOR HIGH	313,634.94
11	94	07/01/2024	527	CENGAGE LEARNING	MATH CURRICULUM - 3RD-6TH GRADE	131,241.60
11	95	07/01/2024	60800	THEMES & VARIATIONS INC	MUSIC PLAY ONLINE -ACADEMY & PRAIRIE	600.00
11	96	07/01/2024	156	RENAISSANCE LEARNING INC.	ONLINE PROFESSIONAL DEVELOPMENT	3,750.00
11	97	07/01/2024	514	IRS ELECTRONIC TAX DEPOSIT-MED	VOID PAYROLL-MAGGIE CHOI	-292.10
11	98	07/01/2024	503	NATIONAL BUS SALES	BUS REPAIRS	34,113.94
11	99	07/02/2024	465	WALMART CAPITAL ONE	SOCKS, GLOVES, & HATS	2,000.00
11	100	07/01/2024	3100	INSURICA	24-25 WIND/HAIL DEDUCTIBLE BUY BACK COVERAGE	3,750.00
11	101	07/03/2024	1752	EMBASSY SUITES-TULSA I-44	INSTRUCTOR HOTEL SUMMER CONF- 412 AG FUNDS	448.00
11	102	07/03/2024	3077	QUIETAIRE CORPORATION	SHOP FANS - 412 AG BUDGET	4,000.00
11	103	07/03/2024	10723	TRACTOR SUPPLY	PARTS TO REPAIR MOWER - AG 412 FUNDS	500.00
11	104	07/03/2024	3005	PREMIER 1 SUPPLIES	HAND HELD CLIPPERS & BLADES - 412 FUNDS AG	350.00
11	105	07/03/2024	171	SPC OFFICE PRODUCTS	LAMINATOR PARTS & LABOR - HS BUDGET	350.00
11	106	07/03/2024	492	CLASSLINK	CLASSLINK RENEWAL	11,440.91
11	107	07/03/2024	3104	SOFTCHOICE CORPORATION	MICROSOFT LICENSE RENEWAL	25,995.88



# GUYMON PUBLIC SCHOOLS

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 4, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	1	07/01/2024	673	UMB BANK N.A.	ACCEPTANCE FEE & ANNUAL FEE	600.00
33	2	07/01/2024	3101	BURGESS ENGINEERING AND TESTING	SUBSURFACE EXPLORATION FOR FOUNDATION & PAVEMENT	11,225.00
33	3	07/01/2024	3099	GRUBBS CONSULTING, LLC	ENGINEERING & LAND SURVEYING SERVICE	73,000.00
33	4	07/01/2024	503	NATIONAL BUS SALES	NEW ACTIVITY BUS	356,604.00
<b>Non-Payroll Total:</b>						<b>\$441,429.00</b>

Guymon Public Schools

Board of Education Special Meeting

Monday, June 17, 2024 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order

The meeting was called to order at 5:30 p.m.

1.B. Roll Call

Andy Espericueta: Present

Mrs. Carla Hernandez: Present

Mrs. Elvia Hernandez: Present

Charity Hitch: Absent

Alphonso Mata: Present

1.C. Moment of Silence/Pledge of Allegiance

1.D. Open Forum

2. **SUPERINTENDENT'S REPORT**

- Graduation Date
- Graduation Checklist
- Bond Update
- Track Update
- Benchmark Report

Superintendent Purdy thanked the board members for allowing administrators and principals to go to the CCOSA Summer Conference and the Nuts & Bolts Symposium. Next, she brought up the date for graduation next May. After the school calendar had been approved, it was discovered that the Oklahoma State Track & Field Meet would be held at the same time. She stated she would hate for any student to feel he/she needed to choose between going to the state track meet or going to graduation. Therefore, there is a possibility that we need to move graduation to Sunday afternoon rather than Friday evening. The board recommended that we ask the senior class and parents to vote.

Superintendent Purdy provided information to the board regarding a graduation checklist. For 8th graders in the year 2025-2026, there will be an additional math requirement. She mentioned it and noted that we still have time to figure out how to incorporate this new requirement. She also gave an update on the school bond. We have the asbestos abatement mostly done at both Salyer and Northeast. Next, the utilities will be disconnected and once we have the finalized demolition plan from the architects, we can move forward. She also gave an update on the track project. They have a pre-construction meeting next week, and they will hopefully get started the

next week. The board asked that we post on social media when we are closing the track as several community members use it.

Lastly, Assistant Superintendent Melissa Watson went over our recent benchmark data. Our attendance numbers have improved this year. The board recommended that we publish the attendance/chronic absenteeism information so the public can see the improvement.

### **3. FINANCIALS**

Motion to approve all the financials. This motion, made by Mrs. Carla Hernandez and seconded by Mrs. Elvia Hernandez, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

3.A. Approval of Budget Reports for May 2024

3.B. Approval of Treasurer's Reports for May 2024

3.C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds

3.D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims

	<b><u>YEAR 2024</u></b>
1. General Fund: \$81,936.64	PO #761 - 786
Bond Fund (32): \$1,217,873.00	PO #4
Bond Fund (33): \$840.00	PO #1

	<b><u>YEAR 2025</u></b>
1. General Fund: \$2,962,564.27	PO #1 - 80

### **4. CONSENT AGENDA:**

The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them.

Motion to approve the consent agenda. This motion, made by Alphonso Mata and seconded by Andy Espericueta, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

4.A. Approval of Minutes of Regular Meetings: May 13, 2024  
Approval of Minutes of Special Meetings: May 16, 2024 and May 28, 2024

4.B. Approval of fundraisers

4.C. Renewal and Ratification of Agreements/Contracts for the Fiscal Year 2024-2025

1. Davis Electric Inc. - Fire Alarm Monitoring Services Agreement
2. Precision Testing Laboratories, Inc. - Asbestos Operations and Maintenance Contract
3. OSSBA - Employment Services Program
4. OSSBA - Association Membership for 2024-2025
5. OROS - Membership Dues for 2024-2025

## 5. ACTION ITEMS

5.A. Discussion and possible action to approve, disapprove or table the agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2024-2025 fiscal year.

Motion to approve the agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2024-2025 fiscal year. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

5.B. Discussion and possible action to approve, disapprove or table the OSIG insurance renewal for the 2024-2025 school year

Motion to approve the OSIG insurance renewal for the 2024-2025 school year. This motion, made by Alphonso Mata and seconded by Mrs. Elvia Hernandez, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

5.C. Discussion and possible action to approve, disapprove or table the OSAG Workers' Compensation Insurance for the 2024-2025 school year

Motion to approve the OSAG Workers' Compensation Insurance for the 2024-2025 school year. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.D. Discussion and possible action to approve, disapprove or table the new teacher signing bonuses and teacher retention bonuses of \$1,000 to all certified teachers or \$2,000 to certified special education teachers, 7-12 mathematics teachers, and 7-12 science teachers  
Motion to approve the new teacher signing bonuses and teacher retention bonuses of \$1,000 to all certified teachers or \$2,000 to certified special education teachers, 7-12 mathematics teachers, and 7-12 science teachers. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.E. Discussion and possible action to approve, disapprove or table updating the co-signers for the Guymon Public Schools Activity Fund account and the Guymon Public Schools Lunch Program account to: Bev Frank, Activity Funds Clerk, Kari Montgomery, CFO/Treasurer, and Melissa Watson, Assistant Superintendent effective July 1, 2024  
Motion to approve updating the co-signers for the Guymon Public Schools Activity Fund account and the Guymon Public Schools Lunch Program account to: Bev Frank, Activity Funds Clerk, Kari Montgomery, CFO/Treasurer, and Melissa Watson, Assistant Superintendent effective July 1, 2024. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.F. Discussion and possible action to approve, disapprove or table the Guymon School District Support Staff Salary Schedule effective July 1, 2024  
Mrs. Montgomery presented a revised support staff salary schedule for approval.  
Motion to approve the Guymon School District Support Staff Salary Schedule effective July 1, 2024. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.G. Discussion and possible action to approve, disapprove or table the Arvest Bank Purchasing Card Application and Agreement for the District's Purchasing Card Program  
Motion to approve the Arvest Bank Purchasing Card Application and Agreement for the District's Purchasing Card Program. This motion, made by Mrs. Elvia Hernandez and seconded by Alphonso Mata, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.H. Discussion and possible action to approve the recommendation to surplus and remove from the inventory the item from Prairie Elementary School  
Motion to approve the surplus and removal of the item from Prairie Elementary School. This motion, made by Mrs. Carla Hernandez and seconded by Andy Espericueta, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

5.I. Discussion and possible action to approve, disapprove or table the Board Resolution to transfer funds from activity subaccounts  
Motion to approve the Board Resolution to transfer funds from activity subaccounts. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

## 6. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to discuss the employment, hiring, or resignation of support and certified staff as listed in Appendix A, pursuant to 25 O.S. Section 307(B)(1)

Motion to go into executive session at 6:39 p.m. This motion, made by Mrs. Carla Hernandez and seconded by Alphonso Mata, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

#### 7. ACKNOWLEDGE RETURN TO OPEN SESSION

Motion to return to open session at 7:30 p.m. This motion, made by Mrs. Elvia Hernandez and seconded by Mrs. Carla Hernandez, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

#### 8. EXECUTIVE SESSION MINUTES COMPLIANCE ANNOUNCEMENT

The board entered into executive session at 6:39 p.m. to discuss the employment, hiring, or resignation of support and certified staff as listed in Appendix A, as authorized by 25 O.S. Section 307(B)(1). Those present in executive session were Andy Espericueta, Alphonso Mata, Elvia Hernandez, Carla Hernandez, Superintendent Dixie Purdy and Assistant Superintendent Melissa Watson. No action was taken by the board of education.

#### 9. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)

Motion to approve the District Personnel Report (Appendix A). This motion, made by Mrs. Elvia Hernandez and seconded by Andy Espericueta, Passed.

Andy Espericueta: Yea  
Mrs. Carla Hernandez: Yea  
Mrs. Elvia Hernandez: Yea  
Charity Hitch: Absent  
Alphonso Mata: Yea  
Yea: 4, Nay: 0, Absent: 1

#### 10. ADJOURN

**INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 1:00 PM ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMODATE SAID INDIVIDUALS.**

*I, Kari Montgomery, posted this agenda on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on*

*the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.*

---

*Kari Montgomery, CFO*

*Date*

*Time*

Motion to adjourn at 7:31 p.m. This motion, made by Mrs. Elvia Hernandez and seconded by Andy Espericueta, Passed.

Andy Espericueta: Yea

Mrs. Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea

Charity Hitch: Absent

Alphonso Mata: Yea

Yea: 4, Nay: 0, Absent: 1

## Appendix B

### Activity Accounts - Fundraiser Requests July 2024

SPONSOR/SCHOOL	FUNDRAISER	PROJECTED AMOUNT TO BE RAISED	PURPOSE OF FUNDS	NOTES/DATES
Athletics/Admissions	Roar of Champions Challenge	Unknown	To defer the cost of the participant t-shirts	All Year
Athletics/Admissions	Taking Sponsorships for athletic events & scoreboard	\$5,000	Official fees, meals, hotel expenses, athletic apparel and equipment	All Year
Football	Tiger Youth Football Camp	\$2,000	Nothing listed	July 8 - July 11
Football	Midwest Online Clothing Sales	\$1,000	Travel expenses, food, equipment	All Year
Cross Country	Concession Stand for XC meet, graduation, and other events	\$2,000	Camp expenses, meets, meals, hotels, practice equipment, apparel, awards, posters, supplies	All Year
Cross Country	Cross Country Camp/Retreat	\$2,500	Camp expenses, meets, meals, hotels, practice equipment, apparel, awards, sponsor shirts	All Year
Cross Country	Selling homemade cinammon rolls	\$10,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Cross Country	Snap Raise - online donation platform	\$3,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Cross Country	Window Wash - at local gas stations	\$2,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Cross Country	Team Sponsorships	\$4,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Cross Country	Team Apparel Sales & Online Store	\$1,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Cross Country	Cross Country Meet	\$3,000	Camp and meet expenses, meals, hotels, apparel & awards, sponsor shirts, fundraiser supplies	All Year
Girls Basketball	Pancake Breakfast	\$1,500	Equipment, team apparel, awards, travel expenses, hotels, meals, etc	All Year - TBA
Girls Basketball	6th Man Program	\$5,000	Equipment, team apparel, awards, travel expenses, hotels, meals, etc	Sept 1 - May 31
Girls Basketball	Basketball Youth Camps/Tournaments/Leagues	\$5,000	Equipment, team apparel, awards, travel expenses, hotels, meals, etc	All Year - TBA
Girls Basketball	Sales of t-shirts, hoodies, & other Guymon attire	\$500	Equipment, team apparel, awards, travel expenses, hotels, meals, etc	Sept 1 - June 30
Softball	Online Apparel Team Store	\$1,000	Equipment, hotels, meals, team apparel, fundraiser supplies	All Year
Softball	Calendar Donation fundraiser	Unknown	Equipment, awards, apparel, meals, hotels, banners	All Year
Softball	Concession Stand	Unknown	Equipment, hotels, meals, team apparel, fundraiser supplies	All Year
Softball	Bake Sales	Unknown	Equipment, hotels, meals, team apparel, fundraiser supplies	All Year
Softball	Team Sponsorships/Sign Advertisements	\$2,000	Equipment, hotels, meals, team apparel, fundraiser supplies	All Year
Track	Concession Stand for home meets	\$4,000	Awards, meals, hotels, practice equipment, apparel, concession items, fundraiser supplies	All Year
Track	Team Sponsorships	\$3,500	Practice equipment, hotels, meals, fundraiser items, team apparel, awards, meet expenses	All Year

## Appendix B

### Activity Accounts - Fundraiser Requests

July 2024

SPONSOR/SCHOOL	FUNDRAISER	PROJECTED AMOUNT TO BE RAISED	PURPOSE OF FUNDS	NOTES/DATES
Track	Track Meet	\$3,000	Practice equipment, hotels, meals, fundraiser items, team apparel, awards, meet expenses	All Year
Track	Online Team Store - Apparel	Unknown	Equipment, hotels, meals, awards, concession items, meet expenses, team apparel	All Year
Track	Youth Track Meet	Unknown	Equipment, hotels, meals, awards, concession items, meet expenses, team apparel	All Year
Track	Snap Raise - online donation platform	\$3,500	Equipment, hotels, meals, awards, concession items, meet expenses, team apparel	All Year
Volleyball	Midwest - Online Team Store for Apparel	\$500	Travel expenses, equipment, fees	June/July 2024
Volleyball	T-shirt Sales	\$2,000	Travel expenses, equipment, fees	July/August 2024
Volleyball	Selling Pink-Out Shirts	\$3,000	Travel expenses, equipment, fees	August 2024
Volleyball	Fan Pledge - online donation platform	\$3,000	Travel expenses, equipment, fees	Aug/Sept 2024
Volleyball	Concession Stand	\$1,000	Travel expenses, equipment, fees	Home Games 2024
Volleyball	Ladies Volleyball League	\$1,000	Travel expenses, equipment, fees	September
Dance Team	Driveway Paw Prints	\$500	Uniforms, competition expenses, travel, awards, spirit bags & team bonding	Aug/Sept 2024
Guymon FFA	Selling Pens & Accessories	Unknown	To help students be able to go on activities and buy what is needed	All Year
Guymon FFA	Hay Sales	Unknown	To buy items or make up dates to the farm that is needed	All Year
Guymon FFA	Spring Fling	Unknown	Items for students and go toward whatever is needed	Spring 2025
Guymon FFA	Selling Pretzels, Jams, etc.	Unknown	Items for students and go toward whatever is needed	All Year
Guymon FFA	Plant Sales	Unknown	Items for students and go toward whatever is needed	Summer to Spring 2024-2025
Guymon FFA	Buckle Auction	Unknown	Put money back to the awards that were ordered for local show	Fall 2024
Guymon FFA	Bake Sales	Unknown	Items for students and go toward whatever is needed	Summer to Spring 2024-2025
Guymon FFA	DJ's Meat Sales	Unknown	Items for students and go toward whatever is needed	Fall 2024
Guymon FFA	Collecting Donations	Unknown	Donations from anyone tht is wanting to help out our chapter	All Year
Guymon FFA	Sales of shirts, jackets, hoodies, & other items	Unknown	Items for students and go toward whatever is needed	Summer to Spring 2024-2025
Guymon FFA	Blue & Gold - meat sales	Unknown	Items for students and go toward whatever is needed	All Year

Local Education Agency (LEA) Agreement  
Big Five Community, Inc and **Guymon Public Schools**

2024-2025

This agreement is to describe the responsibilities of each entity, outlined areas of cooperation and provide guidance for local cooperation, and coordinates between and among all parties in implementation of the individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start program Performance Standards and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Yukon Public Schools is the local educational agency covering a designated area of **Texas County**.

I. **LEA Responsibilities:**

- A. The LEA ensures that IDEA Part B section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in Head Start are expended in accordance with the requirements of the individual with Disabilities Act (IDEA).
- B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for Special Education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under IDEA and enrolled in the Head Start Program.
- D. The LEA shall provide, through prior written notification of meetings, that the appropriate Head Start Program representative be directly involved and received appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in Head Start Program with those services documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible children with disabilities served in the LEA and by the Head Start Program.

II. **Local Head Start Responsibilities:**

- A. Head Start shall provide screening and assessments for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA and in coordination with the LEA shall provide parents their rights under these programs.
- B. Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures. Multidisciplinary evaluation process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriated.

- D. Head Start will provide a support system for families and children with disabilities through training, information, dissemination, and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Program Mental Health and Disabilities Specialist and/or another program representative (to be determined) shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Report prior to October 1<sup>st</sup>, annually.
- G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
- H. Head Start will schedule a meeting with the schools' representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each unity in accomplishing the goal of providing services for children with disabilities.

**The Service Coordination Work Plan will address the following areas:**

- **Coordination of Cost Sharing:**
- **Coordination of Required Paperwork:**
- **Coordination of Screening:**
- **Coordination of IEP Review:**
- **Coordination of In-Service Training:**

The LEA and the Head Start Program will agree to coordinate in-service training **when feasible**. Consideration for top priority training include:

- 1) IDEA procedural safeguards training from both entities.
- 2) Overview of Head Start Program requirements.
- 3) Overview of LEA Special Education Program and requirements.
- 4) Identified local training needs.
- 5) Individual child needs.

**VII. Resolution of Dispute:**

In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Mental Health and Disabilities Specialist to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VII B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Performance Standards (45 CFR 1308), then the matter will be submitted in writing to the Office of Head Start Region VI office.

It is further agreed that:

- 1) Strict confidentiality of all program information will be maintained.

- 2) Staff from both programs will confer when needed for the exchange of information, updates, problem solving, ect.
- 3) This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or designee for any corrections, additions, deletions, or changes.
- 4) Termination of this agreement will be preceded by at least 60 days' written notice.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SET THEIR HANDS THE DAY AND YEAR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

LOCAL EDUCATION AGENCY:

**Guymon PUBLIC SCHOOL DISTRICT**

**111 Northwest 11<sup>th</sup> Street**

**Guymon, OK 73942**

HEAD START PROGRAM:

**BIG FIVE COMMUNITY SERVICES**

**1502 North 1<sup>st</sup> Ave**

**Durant, Oklahoma 74702**

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Name/Title

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Jim Girten/Head Start Director



Lifesplan Physical Therapy  
121 NW 6<sup>th</sup> Street  
Guymon, OK 73942

Guymon Public Schools  
Physical Therapy Services Agreement  
Dept/School: **Special Education**

This Agreement is entered into on this the 24<sup>th</sup> day of June by and between **Lifesplan Physical Therapy, PLLC** herein called the "Contractor" and the **Guymon Public Schools**, herein called "District". The parties hereto agree as follows:

I. Purpose. The purpose of this contract is to provide physical therapy services to students receiving special education services from Guymon public school district in accordance with the Individuals with Disabilities Education Act (IDEA), 20 USC 1400 et seq.

II. Term. The Contract will begin on the Date of Award, and terminate on July 2024. The Date of Award shall be the date the District has in its possession a copy of the Contract executed by both parties. This Contract includes an option to renew annually if both parties agree. The Contract shall not take effect and no services may be provided prior to the Date of Award.

III. Office and General Duties. Contractor shall serve as a contractor of the District and/or its affiliates, and any entities or trusts they may own or create, (collectively, the "District") and shall be responsible for contractor related duties for the District. Contractor agrees to perform such other reasonable duties for the District as may be assigned from time to time. Contractor shall direct and serve the District to the best of the Contractor's abilities in a diligent, trustworthy, businesslike and efficient manner. Contractor shall use the Contractor's best efforts, skill and knowledge to serve the District and shall faithfully adhere to, execute and fulfill all reasonable policies established by District. The Contractor shall:

- A. Conduct a standardized evaluation for any student referred to physical therapy related services to determine eligibility.
- B. Entry of the evaluation data into Ed plan.
- C. Develop physical therapy goals, objectives, testing data, strengths and weakness in Ed plan system yearly and/or as needed according to IEP team decision.
- D. Yearly assessment by physical therapist to update services, determine appropriateness of current IEP and coordinate goals and objectives with all staff.



Lifesplan Physical Therapy
121 NW 6th Street
Guymon, OK 73942

- E. Collaboration of services and goals with all staff including but not limited to regular education teachers, special education teachers, aides and other support staff as needed.
F. Development of individualized sensory processing program modified as often as needed to promote academic success in classroom.
G. Implementation of sensory strategies to help staff address behaviors as often as needed/requested by teacher/staff.
H. Seating and positioning assessment with coordination of equipment purchase including communication with dealer/vendor to meet the requirements of authorization and justification of new equipment as needed. Documenting letters of medical necessity and coordination with medical provider, parent, student and staff in order to meet mobility needs in the educational environment.
I. Delivery of on-site physical therapy services meeting or exceeding the minutes of service delivery promised on the Ed Plan.
J. Quarterly Progress Note updates in Ed Plan system, making those accessible in a timely manner for teachers and family.

III. Compensation: The District agrees to pay the Contractor for the above services when satisfactorily performed. Payment will be made according to the following schedule:

Fee Schedule: PT evaluations/services will be provided at \$2.50 per minute. Services will be billed per minute with a 30 minute minimum. Required consultation to appropriately deliver physical therapy services will be billed the same as direct services. The contract does NOT invoice Guymon schools for mileage, travel time, or additional time spent documenting delivered services

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Contract and to bind their respective party thereto.

Rachel Jones, PT, DPT [Signature] Date: 6/24/24
Lifesplan Physical Therapy

Signature of District Representative \_\_\_\_\_ Date: \_\_\_\_\_

## LEASE

This lease agreement, made and entered into this 9<sup>th</sup> day of July, 2024, but to be effective as of July 1, 2024, at Guymon, Oklahoma, by and between:

**CITY OF GUYMON, a Municipal Corporation, 424 N. Main Street, Guymon, OK 73942, hereinafter referred to as LESSOR,**

and

**INDEPENDENT SCHOOL DISTRICT NO. 8 of Texas County, Oklahoma, P.O. Box 1307, Guymon, OK 73942, hereinafter referred to as LESSEE,**

In consideration of the terms and agreements herein made, Owner does hereby lease to Lessee the premises herein described, to-wit:

1. **DESCRIPTION OF LEASED PREMISES:** The premises hereby leased (hereinafter referred to as "premises") are buildings, appurtenances, improvements and the land upon which they are located in Texas County, State of Oklahoma, and upon which certain school facilities of the Lessee are to be located, initially to be a 3<sup>rd</sup> and 4<sup>th</sup> grade center, and as described as follows:

Lots Nine (9) and Ten (10) in Block Twenty-four (24),  
Stonebreaker-Zea Addition to the City of Guymon.

The Lessor represents, warrants and covenants that it has good and indefeasible marketable fee simple title to the premises and covenants and agrees to hold and maintain clean and marketable title to all of the premises during the term of this lease.

2. **TERM:** This lease shall be for a term commencing July 1, 2024, and ending December 31, 2075, and shall be renewable thereafter by agreement of the parties. This lease supersedes the lease dated January 1, 2021, between the parties.

3. **CONSIDERATION:** Consideration for this lease shall be performance of the mutual covenants and conditions stated herein. Lessee assumes and agrees to pay all expense associated with relocation of utilities including engineering, construction and other related expenses.

4. **USE OF THE LEASED PREMISES:** The leased premises will be used by Lessee for school purposes including construction of new school facilities; provided however, upon the occurrence of a Nonrenewal Event, a Cancellation Event, an Event of Default (as such terms are

defined in the Sublease Agreement) or any other event under the Sublease Agreement, if the Trustee exercises any of its rights or remedies under the Bond Documents to re-enter and take possession of the premises or to sublease, assign or transfer the premises or any part thereof, there shall be no restrictions on the use of the premises for the duration of the Ground Lease.

5. **PREMISES MAINTENANCE:** In the event Lessee fails or neglects to maintain the leased premises, Lessor may order such repairs after giving the Lessee five (5) days written notice thereof and may charge the costs thereof as additional rental.

6. **DAMAGE TO PREMISES:** Lessor or its agents shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. In the event improvements on the leased premises shall be destroyed or practically destroyed by fire, cyclone or other storm, explosion or any other unavoidable casualty, then either party may give notice in writing, terminating this lease; provided, however, (i) for so long as any Bonds remain outstanding or any amounts are due or may become due to the Bond Insurer, this lease may not be terminated without the prior written consent of the Bond Insurer.

7. **INSURANCE, RATE, USE:** Lessee will maintain casualty insurance on the improvements located on the leased premises and will maintain liability insurance for coverage on Lessee's use thereof. The application and use of any insurance proceeds shall be in accordance with the terms and provisions of the Bond Documents.

8. **DEFAULT:** Default in the performance of this lease shall give Lessor remedies provided by law. Should either party default in the performance of any covenant, requirement of condition of this lease and such default continues without remedy for thirty (30) days after such defaulting party shall have received a written notice of such default from the other party, the non-defaulting party may terminate this lease by giving written notice thereof to the defaulting party; provided, however, for so long as any Bonds remain outstanding or any amounts are due or may become due to BAM, this lease may not be terminated without the prior written consent of the Bond Insurer.

9. **INDEMNITY AGREEMENT:** Lessee covenants and agrees to indemnify and save Lessor free and harmless for damages arising from negligence of Lessee. Lessee further covenants and agrees to indemnify and save Lessor free and harmless from all damages, claims and demands of any person or persons by reason of Lessee's failure to maintain the premises or other acts of negligence on the part of Lessee.

10. **QUIT AND SURRENDER:** At the termination of this lease, Lessee shall surrender the premises and improvements to Lessor in as good condition as when constructed and occupancy began hereunder, natural wear and tear from reasonable use thereof and damage by unavoidable casualty excepted.

11. **NOTICE:** Whenever under this lease provision is made for notice of any kind, it shall be deemed sufficient notice if notice to the party at the address shown above is deposited in the United States mail with postage prepaid, return receipt requested.

12. **UTILITY CHARGES:** Lessee shall pay for all water, gas, electricity or other utilities used in the leased premises.

13. **ASSIGNMENT:** This lease shall not be assigned without the prior written consent of Lessor. Provided, however, the Lessee's leasehold interest in the premises may be leased, subleased, or otherwise assigned to (a) an Oklahoma public trust in connection with financing the construction of new school facilities, (b) the Trustee in connection with any such financing and (c) to any assignee, transferee or sublessee of the Trustee in connection with the Trustee's exercise of its rights and remedies under the Bond Documents; and Lessor consent shall not be required in connection with any of the foregoing.

14. **HEADINGS:** The headings of the several paragraphs and sections contained herein are for convenience only, and do not define, limit or construe such paragraphs and sections.

15. **AMENDMENTS:** No amendments of this lease shall be binding unless first reduced to writing, and signed by all parties, and consented to in writing by the Bond Insurer.

16. **SUCCESSORS:** The terms, conditions and covenants herein contained shall be binding upon all parties hereto and their respective heirs, successors and assigns.

17. **RECOGNITION OF FINANCING; THIRD PARTY BENEFICIARIES:**

- (a) The Lessor hereby acknowledges that the Lessee is financing the acquisition, construction, delivery, furnishing, equipping, and installation of the Project, which includes the issuance of Bonds by the Authority. So long as any Bonds remain outstanding or any amounts are due or may become due to the Bond Insurer, the Lessor shall not exercise any rights or remedies hereunder, or at law or in equity, without obtaining in each instance the prior written consent of the Bond Insurer.
- (b) Each of the Trustee and the Bond Insurer shall be recognized as being a third-party beneficiary under this lease and may enforce any right, remedy or claim conferred upon, given or granted hereunder.
- (c) No termination, assignment (other than to the Authority or the Trustee in accordance with the Ground Lease and the Authority Assignment), sale, transfer, release, disposition, encumbrance or sublease of this lease, the premises or any portion thereof shall be permitted without the prior written consent of the Bond Insurer.

18. **DEFINITIONS:**

“Authority” means Texas County Development Authority, a public trust created for the use and benefit of Texas County, Oklahoma.

“Authority Assignment” means the Assignment of Rents and Leases dated as of July 1, 2024, executed by the Authority in favor of the Trustee, as regards the Authority's interest in this Lease, the Ground Lease and the Sublease, as the same may be amended and/or supplemented from time to time as permitted by the Indenture and any other encumbrance of the Authority's interests in this Lease, the Sublease or the Ground Lease in favor of the Trustee.

“Bond Insurer” shall mean any Bond Insurer as defined under the Indenture. Initially, with

respect to the Bonds, Bond Insurer shall mean Build America Mutual Assurance Company, or any successor thereto.

“Bond Documents” shall mean the Indenture, Authority Assignment, Ground Lease, Sublease, this Lease, the Bonds and/or any additional or supplemental document executed in connection with the Bonds.

“Bonds” means the Texas County Development Authority, Educational Facilities Lease Revenue Bonds (Guymon Public Schools Project) or any additional bonds issued under the Indenture.

“Ground Lease” shall mean that certain Ground Lease Agreement dated as of July 1, 2024, by and between Independent School District No. 8 of Texas County, State of Oklahoma, as lessor, and the Texas County Development Authority, as lessee, together with any amendments to the Ground Lease, which Ground Lease pertains to the School District’s interest in this Lease, as the same may be amended and/or supplemented from time to time as permitted by this Lease and any other encumbrance of the School District’s interests in this Lease in favor of the Authority and/or the Trustee.

“Indenture” shall mean that certain Bond Indenture dated as of July 1, 2024, between the Authority and BancFirst, Oklahoma City, Oklahoma, as trustee, authorizing the issuance of and securing the Bonds.

“Project” means the acquiring, constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites for use by the School District (the “Improvement”), which Improvements will be located on the premises.

“School District” or “Lessee” means Independent School District No. 8 of Texas County, Oklahoma.

“Sublease” means that certain Sublease Purchase Agreement dated as of July 1, 2024, and any other schedule, exhibit or escrow agreement made a part hereof by the parties hereto, together with any amendments to the Sublease.

“Trustee” means BancFirst, Oklahoma City, Oklahoma, or any successor thereto.

[Remainder of Page Left Blank Intentionally]

Executed as of the date shown on the first page of this Lease.

LESSOR:

CITY OF GUYMON, OKLAHOMA

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

LESSEE:

INDEPENDENT SCHOOL DISTRICT NO. 8,  
TEXAS COUNTY, OKLAHOMA (GUYMON  
PUBLIC SCHOOLS)

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk

(SEAL)

STATE OF OKLAHOMA            )  
  ) SS:  
COUNTY OF TEXAS            )

This instrument was acknowledged before me on the \_\_\_ day of July, 2024, by K.L. Peterson, Mayor of the City of Guymon, Oklahoma, a municipal corporation organized and existing under the laws of the State of Oklahoma, on behalf of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.  
Commission No. \_\_\_\_\_.

STATE OF OKLAHOMA            )  
  ) SS:  
COUNTY OF TEXAS            )

This instrument was acknowledged before me on the \_\_\_ day of July, 2024, by Charity Hitch, President of the Board of Education of Independent School District No. 8 of Texas County, Oklahoma (Guymon Public Schools), an Independent school district organized and existing under the laws of the State of Oklahoma, on behalf of said School District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.  
Commission No. \_\_\_\_\_.

## JULY BOARD MEETING CHANGES

POLICY	TITLE	CHANGE
DCD	EMPLOYMENT OF SUPPORT PERSONNEL	We added "or any other status protected under federal, state, or local law" to the sentence stating reasons we will not discriminate.
DED-R2	BEREAVEMENT LEAVE	This is a new policy recommended by HR because we did not have a specific policy regarding bereavement leave. It was previously included in the sick leave policy.
DEC	PERSONNEL LEAVE PROGRAM	We added the wording "bereavment leave" to the leave categories listed.
DEC-R1	SICK LEAVE CERTIFIED PERSONNEL (REGULATIONS)	We removed the wording related to bereavement since we created a new policy to address it.
DEC-R2	SICK LEAVE SUPPORT PERSONNEL (REGULATIONS)	We removed the wording related to bereavement since we created a new policy to address it. We also added additional clarification that mimicked wording found in Policy DEC-R1 for certified staff.
DHAC	STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS	This policy has been updated to reflect the new law regarding how teachers can communicate with students. They will be instructed to use our school approved platform, School Status.
EFEA	ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT	This is a new recommended policy from OSSBA. Since the use of AI by students and staff is on the rise, it was recommended to adopt a policy discussing its use by all parties.
EIEC	RELEASED TIME COURSES	This is a new mandatory policy addressing time that students can be released "to attend a course in religious or moral instruction taught by an independent entity off school property."
EIED	GRADUATION REQUIREMENTS	This policy has been updated to reflect the new graduation requirements (the additional math).
FDA	STUDENTS: ENROLLMENT REQUIREMENTS	This policy has been updated to reflect the change that students over the age of 21 who can provide evidence they were unable to attend school for period(s) of time that made it impossible for them to graduate before turning 21 may enroll to complete their coursework.
FDC-R1	ATTENDANCE POLICY (REGULATION)	We updated the policy to include two 4-H excused absences per year and any documented speech therapy, occupational therapy, or any other service related to the child's IEP.
FEH	TRANSFERS FOR SPECIAL EDUCATION STUDENTS	This policy was updated to line out the process for accepting Special Education transfer applications and the appeals process if denied.

**EMPLOYMENT OF SUPPORT PERSONNEL**

Noncertified personnel shall be selected on the basis of training, experience, character, and general competence. An attempt shall be made to recruit well-qualified personnel and to assign them to positions wherein they can make their maximum contribution. No discrimination shall be made with the relation to sex, race, creed, color, national origin or ancestry or any other status protected under federal, state, or local law.

All support employees shall be notified in writing of the district's intent to re-employ within the 10 days after the effective date of the education appropriations bill June 1, whichever is later. After July 1 of each school year, all support employees will enter into a one year contract which will expire not later than the following June 30. Salaries will be in accordance with the adopted salary schedule.

All newly hired full-time support personnel will be hired for a probationary period of 90 days. At the end of the probationary period, these employees will enter into a contract with Guymon Public Schools for the remainder of the fiscal year. Support employees have no property right to employment during the first year of employment and may be released without cause during the first year of employment.

Following the first year of employment, support employees who are not reemployed for the subsequent year shall have a right to a hearing and the unemployment or employment termination shall be for cause only.

**REFERENCE:** 70 O.S. §6-101.40, et seq.

**BEREAVEMENT LEAVE**

The Guymon Board of Education recognizes an employee may need time off following the death of an immediate family member. The board may grant up to three (3) paid days of leave per year to full time employees to plan for and attend funeral services of the employee's immediate family member. Bereavement leave must be approved by the employee's supervisor.

Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used. Proof of funeral service may be required upon employee's return to work.

Upon the request of the employee and approval of the Board or its designee, additional leave may be granted as sick, vacation, or personal leave, if accrued leave is available.

If no workdays exist between the date the death occurs and the end of the third day, no bereavement leave shall be granted.

**NOTE:**           The term "immediate family" has been defined as those close family members such as a spouse, children, stepchildren, parents, stepparents, mother-in-law, father-in-law, grandparent, and siblings.

**PERSONNEL LEAVE PROGRAM**

The Guymon Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, emergency leave, jury duty leave, bereavement leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

**Deductions for Unpaid Authorized Absences**

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

**Notification of Leave Accumulation**

During the first two weeks of the school year, the board will advise each employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

**SICK LEAVE  
CERTIFIED PERSONNEL  
(REGULATIONS)**

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or injury or illness in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
3. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
4. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - A. Physician's statement endorsed by the employee
  - B. Employee statement endorsed by the principal or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
5. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual or inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
  - D. Reasonable cause exists to believe that sick leave benefits are being abused
6. When an employee's accrued sick leave and maternity leave are exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

**SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)**

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.
9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

**NOTE:** The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

**REFERENCE:** 70 O.S. §6-104  
70 O.S. §6-147  
Atty. Gen. Op. No. 84-12  
Atty. Gen. Op. No. 91-632

**SICK LEAVE  
SUPPORT PERSONNEL  
(REGULATIONS)**

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services.

In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. The superintendent of schools, or designee, shall be responsible for administering this plan.
2. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury or illness in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one-day sick leave per month equals the number of hours the employee normally works per day. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
4. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - A. Physician's statement endorsed by the employee
  - B. Employee statement endorsed by the principal or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
5. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual or inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
  - D. Reasonable cause exists to believe that sick leave benefits are being abused
6. Unused sick leave shall be cumulative to a total of 60 days.

**SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)**

7. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.
8. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.
9. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
10. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.
11. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

**NOTE:** The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

**REFERENCE:** 70 O.S. §6-101.40  
70 O.S. §6-104  
70 O.S. §6-147  
Atty. Gen. Op. No. 84-12  
Informal Atty. Gen. Op. No. 91-632  
Families First Coronavirus Act, H.R. 6201

## **STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
  - a. Teachers may not list current students as “friends” on networking sites.
  - b. All e-contacts with students should be through the district’s school-approved platform.
  - c. Improper contact via electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-

approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law.

**REFERENCE:**        **74 O.S. § 840-8.1**  
                          **70 O.S. § 6-401**

**\*A copy of this policy shall be distributed to each affected employee by email.**

## ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS USE IN THE SCHOOL DISTRICT

The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, Artificial Intelligence (“AI”) also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District’s educational standards and values.

1. AI systems and tools must comply with data privacy and security laws and policies.
2. AI systems and tools will serve to enhance the District’s commitment to high-quality learning.
3. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning,
4. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

### **Student Use Guidelines:**

Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student’s responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to “hallucinations”, false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity’s property or privacy rights, and consistent with the District’s academic policies.
2. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
3. Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures should be clearly established in the student discipline code or academic integrity policies.

**ARTIFICIAL INTELLIGENCE (CON'T)****Staff Use Guidelines:**

1. Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development.
2. Teachers and professional staff must ensure that their use of any AI tool complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information. All tools are compliant if no protected information is entered into the tool.
3. Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such District or student information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.
4. Teachers and district/site professional staff should guide students in using AI.
5. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
6. Teachers and professional staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.
7. Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy. AI detection tools will not be the basis of information relied upon in an investigation when it is believed that policy has been violated with regard to the use of AI by students.

**District Level Guidelines:**

Approved tools and their uses should be determined by the appropriate school district personnel after consideration of security, privacy, data usage, and academic integrity and quality standards, regulations, and values.

## **RELEASED TIME COURSES**

The board of education will approve released time courses for elective credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or superintendent's designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student's enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course is limited to:

1. The amount of classroom instructional time.
2. The course syllabus which reflects requirement and materials utilized in the course.
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.

If a course is approved for elective credit, students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student's parent or legal guardian must provide written consent prior to the student's participation in the released time course.
2. No school funds may be expended, and no school district personnel, equipment or resources may be involved in providing the instruction.
3. The independent entity must maintain attendance records for students and make them available to the school district and board of education.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian.
5. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.

**RELEASED TIME COURSES (CON'T)**

6. The student assumes responsibility for any missed schoolwork as a result of the excused absence.
7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.

Students who participate in released time courses are considered in attendance in the school district and the time is calculated as a part of the school day. Upon successful completion of the course elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The school district, board of education and school employees shall not be liable for any claim arising or occurring as a result of a student's participation in a released time program when the student is not under the control or supervision of the school district.

**Legal Reference: 70 O.S. Section 11-101.3**

## GRADUATION REQUIREMENTS

The Guymon Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

**GRADUATION REQUIREMENTS (Cont.)**

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

**Language Arts**

- 4 units or sets of competencies
  - 1 unit of Grammar and Composition and
  - 3 units which may include
    - American Literature
    - English Literature
    - World Literature
    - Advanced English Courses
    - Other English courses with content and/or rigor equal to or above grammar and composition

**Social Studies**

- 3 units or sets of competencies
  - 1 unit of United States History
  - ½ to 1 unit of United States Government
  - ½ unit of Oklahoma History
  - ½ unit to 1 unit which may include:
    - World History
    - Geography
    - Economics
    - Anthropology
    - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

**GRADUATION REQUIREMENTS  
(Cont.)**

**Mathematics**

3 units or sets of competencies

1 unit of Algebra I <sup>1</sup>  
and

2 units which may include:

- Algebra II
- Geometry <sup>1</sup>
- Trigonometry
- Math Analysis or Precalculus
- Statistics and/or Probability
- Calculus
- Computer Science I and II
- Intermediate Algebra
- Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education

Other mathematics courses with content and/or rigor equal to or above Algebra I

A science, technology, engineering and math (STEM) block course.

**The Arts and Computer Education**

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

**Science**

3 units or sets of competencies of laboratory science approved for college admission requirements:

- 1 unit or set of competencies of life science, meeting the standards for Biology I;
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

**Electives**

8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready and core curriculum diploma pathways when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

**GRADUATION REQUIREMENTS (Cont.)**

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

**GRADUATION REQUIREMENTS (Cont.)**

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

**REFERENCE:** 70 O.S. § 11-101.3  
70 O.S. § 11-103.2c  
70 O.S. § 11-103.6  
70 O.S. § 1210.199  
70 O.S. § 1210.508

**STUDENTS: ENROLLMENT REQUIREMENTS**

It is the policy of the Guymon Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Students over the age of 21 must be able to provide evidence satisfactory to the board of education that he or she was unable to attend school for a definite period or periods of time by reason whereof it was impossible for him or her to complete the 12<sup>th</sup> grade before reaching the age of 21.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education plan (IEP), education services will be provided according to that plan.

**REFERENCE: 70 O.S. §1-114  
70 O.S. §5-132  
70 O.S. §18-108, §18-111**

## ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.
6. Documented participation in two (2) 4-H activities each school year.
7. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Enumerated items 6-7 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility

**ATTENDANCE POLICY, REGULATION (Cont.)**

is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.
3. They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:
  - a. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
  - b. No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction;
  - c. The independent entity maintains attendance records and makes the records available to the school district and board of education;
  - d. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;
  - e. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;
  - f. The student assumes responsibility for any missed schoolwork; and
  - g. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

**ATTENDANCE POLICY, REGULATION (Cont.)**School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Tuancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**\* LEGAL REFERENCE:**     **38 O.S. §37**  
                                      **70 O.S. § 10-105**  
                                      **70 O.S. § 3-145.8**

**TRANSFERS FOR SPECIAL EDUCATION STUDENTS**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a student on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

**TRANSFER POLICY(Cont.)**

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

**REFERENCE: 70 O.S. §13-103**

## Elementary Handbook Changes:

1. Changed the elementary handbook through 4<sup>th</sup> grade since North Park created their own handbook.
2. Deleted Northeast Elementary from the list of school on page 4 and added the Homer Long Annex.
3. Removed the wording "Visitors are always welcome at school" on page 4.
4. Added where to find transfer information on page 5.
5. Added the section about employee-student communication and the list of approved communication platforms on page 6.
6. Embedded the sexual harassment policy per OSSBA guidance after page 6.
7. Changed breakfast time for Academy, removed Northeast information, and changed Carrier time on page 7.
8. Added "Pajama pants may only be worn on a designated dress-up day" on page 8.
9. Added that treats for parties must be store bought and that parents should check with classroom teachers about known allergies on page 9.
10. Added "Unexcused absences are given if there is no approved doctor note or documentation" on page 10 and also that attendance procedures can be found in the appendix.
11. Added the reference to policy FP-R under library on page 11.
12. Added the new information about Band, Choir, and School Programs on page 12.
13. Added blue tooth headphones and smart watch under devices not allowed in the classroom on page 15.
14. Removed North Park Electronic Devices information from page 16.
15. Changed the wording under Technology and added the references to the appropriate policies on page 16.
16. Embedded the bullying policy per OSSBA guidance after page 16.
17. Added the reference to policy FNF under Searches on page 18.
18. Changed the fever information on the recommendation of the school nurse on page 19.
19. Added a certificate of exemption under immunizations on page 20.
20. Added the reference to policy EHBDBA under Parent Rights on page 21.

# Guymon Public Schools



PreK – 4<sup>th</sup> Grade Student Handbook  
2024-2025

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## DISCRIMINATION POLICY

Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guymon Public Schools also does not discriminate in its hiring or employment practices.

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Title IX Compliance Coordinator-Jessica Bickford, 2002 N. James, Guymon, OK 73942, 580-338-4350. Title VI and ADA Compliance Coordinator-Julie Edenborough, Assistant Superintendent, 111 NW 11th, Guymon, OK 73942, 580-338-4340, Section 504 Compliance Coordinator-Melissa Watson, Assistant Superintendent, 111 NW 11th, Guymon, OK 73942, 580-338-4340.

## WELCOME LETTER

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, take our responsibilities to those children seriously. It is our desire to provide your child a safe and secure environment conducive to learning, in order to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost, and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items which each family and teacher may have questions about.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

Sincerely,

Guymon Public Schools

# DISTRICT INFORMATION

## Mission Statement

Guymon Public Schools will educate all students, embrace diversity, and empower lifelong learning.

## We Believe in School Spirit

School spirit includes courtesy, respect, and pride. Courtesy and respect should be shown toward staff, students, and property. Pride should be shown in all we do in and around school. We will strive for and be supportive of excellence in ourselves and others.

## School Colors

Orange and Black

## Mascot

Tiger

## Schools

Guymon Public Schools consist of the following:

Administration	111 NW 11 <sup>th</sup>	Carrier Elementary	103 N Perkins
High School	1900 N. James	Prairie Elementary	1501 E. Hwy 3
Junior High	700 N. James	Food Service	8 <sup>th</sup> and Academy
Academy Elementary	7 <sup>th</sup> and Academy	Special Ed Office	1400 N. Crumley
Homer Long Elementary	1500 N Beaver	Homer Long Annex	6 <sup>th</sup> and James
ELL Office	111 NW 11 <sup>th</sup>	Enrollment Center	111 NW 11 <sup>th</sup>
North Park Elementary	1400 N. Crumley	Bus Barn	8 <sup>th</sup> and Sunset Lane

## Disability Accommodations

The Guymon Public Schools assure all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (IDEA). For further questions, please contact your child's principal.

## Visitors

**All visitors must check in at the office. STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS.**

### **Closed Campus**

We have a closed campus for students at Guymon Elementary Schools. This means students are to remain at school during school hours and their lunch period. Parents/Guardians wishing to take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to their class directly after lunch will be counted absent or tardy.

### **Withdrawal/Transfer**

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a withdrawal form through the principal's office. This information facilitates enrollment at another school. Open transfer from district to district is referenced in Policy FE in the appendix. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours' notice prior to checkout procedures.

### **School Insurance**

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. Information can be found on the school website.

### **Wednesday and Sunday Activities**

Use of school facilities must be approved by the administration. School facilities may not be used on Wednesday after six or all day on Sunday. No school personnel shall provide keys to any student to open school facilities without being present. There will be NO required school activities on Wednesday evenings or Sundays.

### **Equal Opportunity**

It is the policy of Guymon Public Schools in accordance with Title VI, Title IX, and Section 504 to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions. Inquiries concerning application of this policy may be referred to the Compliance Coordinator.

### **US Environmental Protection Agency Asbestos Information**

The United States Environmental Protection Agency has required that all public and private schools inspect all buildings for the presence of asbestos and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspections of all asbestos presenting the school. Using the certified inspection reports, which includes laboratory analysis records, Precision Labs of Stillwater, OK has developed a Certified Asbestos Management Plan. A copy of the plan is available for your inspection in our Administrative Office and each school building during regular business hours. All inquiries regarding the plan should be directed to the Assistant Superintendent. We have begun implementing the asbestos

management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

### **Employee-Student Communication**

Oklahoma law requires that any digital communication between an employee and a student must include the student's parent or guardian, unless conducted on a school-approved platform for school-related purposes. The school-approved platforms are School Status, Google classroom, school-issued email, Go Guardian, and See Saw.

### **Sexual Harassment**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex.

**Please see SEXUAL HARRASSMENT POLICY FB.**

**SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

- 1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

- 2. Specific Prohibitions
  - A. Administrators and Supervisors
    - 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
    - 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.
  - A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. **Objective Evaluation of Evidence.** All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
  - C. **Conflict of Interest.** Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
  - D. **Presumption.** There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
  - E. **Timeliness.** The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
  - F. **Possible outcomes.** A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
  - G. **Standard of Review.** The school district will utilize a preponderance of the evidence standard to determine responsibility.
  - H. **Privileged Information.** The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
6. **Written Notice.** Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
- A. Notice of the grievance process, including any informal resolution process;
  - B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
  - C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
  - D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
  - E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.guymontigers.com](http://www.guymontigers.com). These materials will also be available to the public.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE: Title VII of the Civil Rights Act of 1964****42 U.S.C. §2000e-2****29 C.F.R. §1604.1, et seq.****U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.**

**SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Room/Location of Incident: \_\_\_\_\_

Person(s) Initiating Alleged Sexual Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Person(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence:  Graffiti  Notes  E-mail  Web sites  Video/audio tape  
 Other \_\_\_\_\_

Affected Student's signature \_\_\_\_\_

Person Filing Report signature \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken: \_\_\_\_\_

I request a formal Title IX investigation. Signature \_\_\_\_\_

# STUDENT INFORMATION

## Age

Pre-Kindergarten children must be four years old on or before September 1 to enroll.  
Kindergarten children must be five years old on or before September 1 to enroll.  
First grade children must be at least six years old on or before September 1 to enroll.

## School Hours PreK--6<sup>th</sup> grade

### **ACADEMY**

The regular time for school to begin at Academy Elementary is at 7:50 AM. Students arriving after 7:50 AM will be marked tardy. Children should not arrive before 7:05 AM. Children eating breakfast may enter the cafeteria at 7:10 AM. Dismissal time is at 2:50 PM. Children should report home immediately after dismissal.

### **HOMER LONG AND PRAIRIE**

The regular time for school to begin at Homer Long and Prairie Elementary is at 8:30 AM. Students arriving after 8:30 AM will be marked tardy. Children should not arrive before 7:45 AM. Children eating breakfast may enter the cafeteria at 7:45 AM. Dismissal time is at 3:30 PM. Children should report home immediately after dismissal.

### **CARRIER**

The morning Pre-Kindergarten session is from 8:00 AM to 11:00 AM. The afternoon Pre-Kindergarten session is from 12:15 PM to 3:15 PM. (Students in afternoon Pre-Kindergarten should not arrive before 12:05 PM).

Children are not supervised before the beginning and the end of the school day (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly. Habitual lateness will be referred to the School Resource Officer. Students will not be allowed to walk home during school hours for any reason.

## Going Home Promptly

Students will leave the premises of the school as soon as school is dismissed unless otherwise directed by a teacher or school official. Students who continually are not picked up within 20 minutes of dismissal will be referred to the School Resource Officer.

## Dress Code

### **UPPER GARMENTS**

Shirts and/or dresses must have sleeves to tip of shoulders. All upper garments must be worn in a way that eliminates exposure of the chest, back, midsection, side and/or under garments. Students may wear the layered look as long as the primary garment is in compliance with the dress code.

## LOWER GARMENTS

Yoga pants, leggings and spandex shorts are allowed if covering garment is fingertip length. Dresses and all shorts must be no more than 3" above the knee cap. Slits or holes in pants must be knee cap and below. **Pajama pants may only be worn on a designated dress-up day.**

## JEWELRY AND TATTOOS

Tattoos must not be obscene or inappropriate for school. Students may NOT wear watch or wallet chains, long tailed belts, or nonprescription sunglasses or contacts. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students. Elementary students may wear only stud or post earrings.

## SHOES

Students must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn, roller skate shoes may not be worn. (NO HEELYS). Elementary students are not to wear flip flops, open toed or open heeled shoes for safety during recess and PE.

## ADDITIONAL INFORMATION

Clothes must be sized appropriately. Hats, caps, bandanas, hoods or blankets must not be worn inside the building. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos; or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

## STUDENT APPEARANCE VIOLATION

A student found to be in violation of the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make-up for time lost in class.

Physical Education Dress Code: On P.E. day students **must** wear appropriate athletic footwear.

*(Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, religion or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Exceptions will be made to its dress code to ensure that students with disabilities can participate.)*

## Lunch and Breakfast

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. **After \$20.00 in charges, students will no longer be allowed to charge school lunch. The student will receive an alternative lunch.** When lunches are paid, the student may eat school lunch. Please contact the Food Service Office to make arrangements for unpaid lunches at 338-4340. There will be no lunch charges after April 1<sup>st</sup> of each school year.

Students must eat either a school lunch or sack lunch from home. Carbonated beverages are not allowed. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants.**

### **Room Parties**

Two dates are set each year for room parties: Christmas and Valentine's Day. We try to hold other activities to a minimum because of our full schedule. Birthday treats are allowed. **Parents should notify the teacher at least one day in advance if they plan to send store bought treats. Please follow USDA guidelines for child nutrition.** Surprise parties for students are not allowed. **Please check with classroom teachers about known allergies.**

### **Flowers, Balloons, and Gifts**

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

### **Homecoming Mums or Garters**

These items cannot be worn during school hours.

### **Toys and Valuables**

Do not allow your child to bring toys, trading cards, yo-yos, electronic items, or large amounts of money from home to school. We are not responsible if these should be lost, broken, or stolen.

# STUDENT INSTRUCTION

## *Moment of Silence and Pledge of Allegiance*

Each day, after the tardy bell rings, the teacher will lead their class in the pledge to our nation's flag. Teachers will then lead their class in a moment of silence.

## *Attendance*

The current calendar with all holidays and significant dates for the school year can be found on the school website at [www.guymontigers.com](http://www.guymontigers.com). Please keep this reference sheet handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature, have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students.

When a child must be absent, the parent or guardian should call the principal's office giving cause, and making arrangements for picking up make up work. You may call 580-338-4340. Teachers appreciate make-up work being turned in as soon as possible. Your student has one day for every day absent, plus one day, to turn in this work. For example, if your student is absent three days, the makeup work is due four days after returning to school, at the latest. **Students turning in work after this time frame will receive no credit.**

A child who arrives 1½ hours late will be counted present one-half of a day. A child who leaves school 1½ hours early will be counted present one-half of a day.

**Unexcused absences are given if there is no approved doctor note or documentation.**

Guymon Public School functions in accordance with school board policy attendance rule. If a child is absent for more than 10% of the school calendar days, credit will not be issued. These days do not include days that a doctor's note is on file with the school secretary, but do include all other excused and unexcused absences. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

**Please see STUDENT ATTENDANCE POLICY FDC and FDC-R1 (Appendix A).**

Parents will be notified of poor attendance by the school pursuant to District Attorney recommendations. Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

**Please see Attendance Procedures (Appendix A).**

## *Report Cards and Parent Teacher Conferences*

Report cards will be given out each 9-week period. At the end of the first and third 9-weeks, parents

will pick up the report card at a parent/teacher conference. Your child's teacher or site will communicate about a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school. Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

**Please do not attempt to confer with teachers during class time because they are busy with classroom activities. Students will not be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.**

### **Grade Scale (3<sup>rd</sup> – 6<sup>th</sup>)**

90-100=A

80-89=B

70-79=C

60-69=D

59 & below=F

PK-2 will use a standards-based report card.

### **Homework**

Homework is usually unfinished classwork, extensions of classroom instruction, or preparation for a test. It is the responsibility of the student, under parent supervision, to complete and return this work. **Failure to return homework will result in disciplinary action.**

### **Promotion and Retention**

Skills Based: Kindergarten through 2<sup>nd</sup> Grade retention will be based on portfolio assessment and classroom performance according to the Minimum Requirements identified by Guymon Public Schools. In accordance with mandates under H.B. 1017, students in 3<sup>rd</sup> grade through 4<sup>th</sup> grade must achieve a grade average of 65% or higher in each of three or more major courses of study to be promoted to the next higher grade.

The major courses of study are math, reading, English, science, and social studies. Parents will be notified of any recommendation for retention. A copy of such request will be included in the permanent record of the student. Any appeal to this process must be made through the Guymon Board of Education.

### **Reading Sufficiency Act**

**The State of Oklahoma requires that each K-3 student be assessed using multiple, ongoing assessments. Students found not to be ready at the appropriate grade level are provided a reading assessment plan, which includes a program of instruction in reading designed to bring the student's reading skills up to grade level. According to state law, a student will be retained at the third grade level if the student does not meet the State RSA criteria. A student may be**

promoted for “good cause” if the student meets one of the statutory exemptions.

Please see STUDENT RETENTION POLICY EIA-R4 (Appendix A).

### **Library**

We encourage students to read for pleasure. Each student can check out library books from the library. Students are responsible for books checked out in their name. Lost or damaged books must be paid for. If lost books are found and returned, reimbursement of payment for these books may be made only during the same semester.

Please see STUDENTS: FEES, FINES, AND CHARGES POLICY FP-R (Appendix A).

### **Individualized Programs**

Individualized programs are provided for target students who qualify for Special Education: English Language Learning (ELL), Gifted and Talented Education (GATE), Title I, and Proficiency Based Promotion. For more information, contact the principal.

### **Band, Choir, and School Programs**

A balanced curriculum is offered to all elementary students including the arts and physical education. Various programs will be presented at different times throughout the year. Parents are welcomed and encouraged to attend.

### **Field Trips**

Extended learning beyond the classroom will be provided at various times through field trips. Parents will be notified prior to each of these trips.

### **Playground and Lunchroom Supervision**

A school employee is on duty on the playground at all times during recess. At least one school employee is always on duty in the lunchroom to maintain proper order.

### **Prohibition of Race and Sex Discrimination in Curriculum**

The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- one race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Assistant Superintendent, 580-338-4340 or via email at [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com).

**Please see PROHIBITION OF RACE AND SEX DISCRIMINATION POLICY EGG and EGG-E (Appendix A).**

# STUDENT BEHAVIOR

## Student Code of Conduct

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

## Student Rules of Conduct

- ◆ Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension.
- ◆ Students are not to throw dangerous or inappropriate objects.
- ◆ Students should always have teacher permission to leave classrooms.
- ◆ Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- ◆ Students will not use, possess, or distribute tobacco, alcohol, vapes & E-cigs or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- ◆ Students are not to have in their possession matches, lighters, knives, weapons, ammunition, fireworks or nuisance items (yo-yo's, homemade slingshots, dart guns, etc.).
- ◆ Students should never leave the school grounds without proper permission.
- ◆ Students must not use foul language, gestures or sexually suggestive language or behavior.
- ◆ Students are not to vandalize, damage, or steal property. (Including tablets, headphones or chromebooks.) Fines will be assessed for damage.
- ◆ Students are expected to be on time for all classes unless officially excused.
- ◆ Students are not to bring gum or candy to school unless permission has been given.
- ◆ Students are to do their own work. Cheating will not be tolerated.
- ◆ Students are to be in compliance with the dress code.
- ◆ Students will not use gang-related hand signs or written expressions.
- ◆ Any hand-held electronic devices not conducive to learning will **not** be allowed in the classroom.

For example:

- cell phone
- cameras
- hand-held gaming device

- blue tooth headphones
  - smart watch
- ◆ Electronic devices are not needed at the elementary schools. If they are brought to school, they should be turned off at all times and put away. If any electronic devices are seen or heard, they will be picked up and sent to the office for parents to pick up. These include but are not limited to cell phones, smart watches (any type of device that can send or receive messages, can take pictures, or can get online using Wi-Fi.) Gaming units are not permitted at any time.
  - ◆ Sexting (using a cell phone or any other electronic device to send texts or email or the possession of texts or images that can be interpreted as indecent or sexually suggestive) is prohibited. Students in violation of this policy will face suspension, have their devices confiscated, and any images suspected to violate criminal laws will be referred to law enforcement authorities.

### **Discipline**

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade. Based on the idea that **all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning**, rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

In-School Suspension/Detention (ISS/ISD): Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior.

Out-of-School Suspension (OSS): This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students. Students, who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual teachers.

**Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice.** (O.S.S.70-488)

## Electronic Devices

### **ACADEMY**

Students may bring cell phones to school but they must remain in lockers until school is dismissed. If a student is caught using a cell phone during the day, it will be taken to the office. A parent will be required to pick up the cell phone from the office. Smart watches are not allowed in classrooms and must remain in lockers until school is dismissed.

### **CARRIER, HOMER LONG & PRAIRIE**

Cell phones and smart watches are not allowed in classrooms by students. If one of those items is needed by the student, parents must make arrangements with the building principal.

**Please see WIRELESS TELECOMMUNICATION DEVICES POLICY FNG, STUDENT DISCIPLINE POLICY FO, and SUSPENSION OF STUDENTS POLICY FOD and FOD-R (Appendix A).**

### Technology

Guymon Public Schools is committed to keeping students safe in the use of technology. All parents, students and staff must sign yearly agreements.

**Please see INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY EFBCA and INTERNET ACCESS CONDUCT AGREEMENT EFBCA-E (Appendix A).**

### Bullying

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

**Please see BULLYING POLICY FNCD, FNCD-R, and FNCD-E.**

## **BULLYING**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**BULLYING (Cont.)**

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

**PROHIBITING BULLYING  
(REGULATION)**

The Guymon Public Schools’ student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

**PROHIBITING BULLYING, REGULATION (Cont.)**

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

## 1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

## 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

**PROHIBITING BULLYING, REGULATION (Cont.)**

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

## 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

**PROHIBITING BULLYING, REGULATION (Cont.)**

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

**B. Guymon Public Schools' Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

**Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

**Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

**PROHIBITING BULLYING, REGULATION (Cont.)**Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

**PROHIBITING BULLYING, REGULATION (Cont.)**

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

**Publication of Policy**

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.guymontigers.com](http://www.guymontigers.com) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

**HARASSMENT/BULLYING INCIDENT REPORT FORM**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Verbal \_\_\_\_\_ Physical \_\_\_\_\_ Virtual \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken: \_\_\_\_\_

## **How to Prevent Behavior Problems**

Prevention is the name of the game. There is a desperate need for personal communication between parents and children.

Suggestions for parents:

### **HAVE A PARENT/STUDENT CONFERENCE EVERY DAY!**

- \* Listen to your children.
- \* Hear their needs.
- \* Be positive.
- \* Be honest.
- \* Discipline when necessary.

Don't depend on efforts from outside the home. Only you can communicate effectively within your family situation.

We reserve the right to refer a student to any appropriate community agencies.

## **Bus Conduct**

Students should obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules.

**Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the student's bus riding privilege may be suspended by either school authorities or the transportation director at 580-338-4340.**

## **Sporting Event Behavior**

Rules for Home Games:

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall or rails
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area.
8. No throwing of objects.
9. No running.
10. Follow instructions of your parents, police or school personnel

Consequences of breaking a rule:

1. The student activity ticket will be revoked.
2. The student will be asked to leave the game.

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other

action found necessary.

### Searches

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

**Please see SEARCH OF STUDENTS POLICY FNF (Appendix A).**

### School Resource Officers and Drug Dog

Guymon Public Schools system believes that school must be a safe place for students and staff. Three School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

### Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

### Gang Activity

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

### Telephone

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. **An understanding of what the child is doing after school should be made before coming to school.** Any change in after-school transportation MUST be accompanied by a note or parent phone call.

# PARENT INFORMATION

## Parent Orientation

All parents are encouraged to attend the Parent Orientation (Pre-K-4<sup>th</sup>) at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

## Medical Treatment and Medication

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies, 911 will be called immediately.

**If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office. For over the counter medication permission must be granted in writing per board policy.**

**Please see MEDICATION POLICY FFACA (Appendix A).**

## When to Keep Your Child Home from School

Deciding when your child is too ill to go to school can be difficult. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **FEVER** – Your child should not have a fever of 100\* or higher, and off of all fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.
- **SORE THROAT OR TONSILLITIS** – A minor sore throat is not a problem, however if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.
- **SPOTS/RASH** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to

school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.

- **SEVERE COUGH/COLD SYMPTOMS** – Children with severe coughs need to stay home and possibly see their health care provider.
- **RED/PINK EYE AND/OR DRAINAGE** – If your child’s eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your healthcare provider. Please bring a note from your health care provider stating that your child is okay to return to school.
- **VOMITING AND/OR DIARRHEA** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.
- **HEAD LICE** – Students must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child does go to see their health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child’s school nurse.

### **Immunizations**

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma law, every school-age child must have the following vaccines or a certificate of exemption.

#### **Children entering Kindergarten through Grade 6:**

- 5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)
- 4 doses of Polio (unless the third dose was received after the fourth birthday)
- 2 MMR
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose of Varicella (Chickenpox) or a parent’s written statement of history of the disease is acceptable.

The completion of these vaccines from start to finish is a minimum of 6 months. **START NOW!**

**All children transferring from other school districts of other states are also required to have these immunizations. It is the parents’ responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.**

**STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS OR EXEMPTION CERTIFICATE.**

## Storms

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, **DO NOT TELEPHONE DURING A STORM**. The phone lines need to remain open.

## Safety

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his/her route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.
- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- **Do not pass a school bus with flashing lights and STOP sign extended.**
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without a permit.

## Parent Rights (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

**Please see FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A).**

### Surveys

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

**Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A)**

# Appendix A

## **STUDENT TRANSFERS**

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

**TRANSFER POLICY(Cont.)**

By the first day of January, April, July and October, the board of education or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district’s website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

<b>GUYMON HIGH SCHOOL</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
9th Grade	215		215
10th Grade	215		215
11th Grade	215		215
12th Grade	215		215
<b>GUYMON JUNIOR HIGH SCHOOL</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
7th Grade	215		215
8th Grade	215		215
<b>NORTH PARK ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
5th Grade	200		200
6th Grade	200		200
<b>ACADEMY ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
3rd Grade	200		200
4th Grade	200		200
<b>PRAIRIE ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
1st Grade	220		220
2nd Grade	220		220
<b>HOMER LONG ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Kindergarten	100		100
<b>NORTHEAST ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Kindergarten	100		100
<b>CARRIER ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Pre-K	120		120

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

**Appeal Process:** During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE:** 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.

**70 O.S. §24-101, et seq.; §24-102**  
**Family Education Rights and Privacy Act**  
**Atty. Gen. Op. No. 87-134, April 1, 1988**  
**State Accreditation Standards 210:10-1-18 and 210:10-1-18.1**

***THIS POLICY REQUIRED BY LAW.***



**STUDENT ATTENDANCE**

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

**REFERENCE: 70 O.S. §10-105, §10-106**  
**Department of Education, Administrator's Handbook**

## **ATTENDANCE POLICY (REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### **ABSENCES**

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating:

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**\* LEGAL REFERENCE:**     **38 O.S. §37**  
                                      **70 O.S. § 10-105**  
                                      **70 O.S. § 3-145.8**

# ATTENDANCE PROCEDURES

All students enrolled in Guymon Public Schools who are absent from school outside of school activities will be marked as an unexcused absence. However, the unexcused absence will be changed to an excused absence when documentation is provided that meets the policy guidelines listed below:

- Personal or family illness
- Medical appointments
- Legal matters
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by student's religious affiliation

What happens if your student has unexcused absences? Please see our procedures below:

**3** UNEXCUSED  
ABSENCES



The school calls parents to explain our policy.

**5** UNEXCUSED  
ABSENCES



The DA will send out a letter to compel students to attend school.

**10** UNEXCUSED  
ABSENCES



The principal will meet with parent(s)/guardian(s) to discuss the student's attendance.

**18** UNEXCUSED  
ABSENCES



A warrant may be issued for truancy.



## **STUDENT RETENTION (REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

1. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting the grade level targets on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered as required by law, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. The minimum criteria for grade-level performance of third grade students pursuant to the Reading Sufficiency Act shall be that student are able to read and comprehend grade level text. To determine the promotion and retention of third grader students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for reading foundations/processes and vocabulary portions of the statewide third-grade assessment and administered pursuant to Oklahoma law. The performance levels established by the Commission for Educational Quality and Accountability shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third grade assessment.
5. Beginning with the 2017-2018 school years, a student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:
  - (1) the parent(s) and/or guardian(s) of the student,
  - (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,

**STUDENT RETENTION (Cont.)**

(3) a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and

(4) a certified reading specialist if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion," the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

6. Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in subsection K of this section, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided intensive instructional services and supports.
7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third-grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) English language learner students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide assessments and who have an individualized education plan that reflects that the student has received intensive remediation for reading and has made adequate progress in reading pursuant to the student's individualized education program ; and

**STUDENT RETENTION (Cont.)**

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and

(7). Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of at least the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE: 70 O.S. §24-114.1  
70 O.S. §1210.508C**

**STUDENTS:  
FEES, FINES, AND CHARGES  
(REGULATION)**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged, or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the appropriate fund as a line item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual’s moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A “course” shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com). This contact information shall also be accessible on the school district’s website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**        **70 O.S. § 24-158**  
                                     **State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma Schools  
Effective July of 2021**

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM**

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

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**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

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I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE:** This form is optional the district is certainly free to require a different document in its place.

**WIRELESS TELECOMMUNICATION DEVICES**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

**REFERENCE:** 70 O.S. §24-101.1, et seq.  
70 O.S. §24-102

***THIS POLICY REQUIRED BY LAW.***

## **STUDENT DISCIPLINE**

The Guymon Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Skipping class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking/vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

**STUDENT DISCIPLINE (Cont.)**

19. Cheating
20. Lewd behavior
21. Bullying
22. Failure to follow school rules and practices

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

**STUDENT DISCIPLINE (Cont.)**

**REFERENCE: 10 O.S. §7115  
70 O.S. §6-114  
70 O.S. §24-101.3**

*THIS POLICY REQUIRED BY LAW.*

## **SUSPENSION OF STUDENTS**

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

**REFERENCE:** 10 O.S. §7005-1.2  
10 O.S. §7303-5.3  
10 O.S. §7307-1.2  
37 O.S. §163.2  
70 O.S. §24-101.3, §24-102, §24-103, et seq.

***THIS POLICY REQUIRED BY LAW.***

## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate ProceduresSuspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE:** 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

***THIS POLICY REQUIRED BY LAW.***

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Guymon Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

### Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)**

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)**

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - Spreading rumors about others through email, IM, or text messages.
  - Creating a Web site or other social networking account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
  - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Guymon Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND  
INTERNET SAFETY POLICY (Cont.)**Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE: 21 O.S. §1040.75, §1040.76****Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)****Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])****Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

***THIS POLICY REQUIRED BY LAW.***

**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.

**SEARCH OF STUDENTS**

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**REFERENCE: 70 O.S. §24-102**

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

## E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE:** 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

#### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

#### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

#### **Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

#### **Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

**DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

**(NOTE: A district may designate all, some, or none of this information as directory information.)**

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

**USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

## **PARENT PARTICIPATION IN THE SCHOOL DISTRICT**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district.
  - b. open enrollment rights.
  - c. the right to opt out of assignments.
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

**LEGAL REFERENCES:** 70 O.S. § 10-106  
70 O.S. § 11-103.3  
70 O.S. § 11-103.6  
70 O.S. § 11-105.1  
70 O.S. § 11-106  
70 O.S. § 1210.192  
70 O.S. § 1210.301 through § 1210.308  
70 O.S. § 1210.508E

***THIS POLICY REQUIRED BY LAW.***

## **TESTING PROGRAM STUDENT SURVEYS (REGULATION)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

**TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)**

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - A. College or other postsecondary education recruitment, or military recruitment;
  - B. Book clubs, magazines, and programs providing access to low-cost literary products;
  - C. Curriculum and instructional materials used in schools;
  - D. Tests and assessments;
  - E. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term “survey” includes an evaluation.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)**

The term “personal information” means individually identifiable information, include a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520.

***THIS POLICY REQUIRED BY THE  
EVERY CHILD SUCCEEDS ACT OF 2016.***

# Guymon Public Schools



**North Park Elementary**  
**2024-2025**

# **North Park Elementary School**

1400 N. Crumley  
Guymon, OK. 73942  
580.338.4390

*It's a Great Day to be a North Park Tiger!*

Website: [www.guymontigers.com](http://www.guymontigers.com)

Principal- Mrs. Derenda Aranda  
[derenda.aranda@guymontigers.com](mailto:derenda.aranda@guymontigers.com)

Assistant Principal- Mrs. Maribel Gutierrez  
[maribel.gutierrez@guymontigers.com](mailto:maribel.gutierrez@guymontigers.com)

## **WELCOME LETTER**

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, take our responsibilities to those children seriously. We desire to provide your child a safe and secure environment conducive to learning to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items that each family and teacher may have questions about.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

Sincerely,

Guymon Public Schools

### **Personnel**

<b>Principal</b>	<b>Derenda Aranda</b>
<b>Assistant Principal</b>	<b>Maribel Gutierrez</b>
<b>Counselor</b>	<b>Shirley Smith</b>
<b>Special Education Director</b>	<b>David Slaughter</b>
<b>Library Media Specialist</b>	<b>Amy Harris</b>
<b>Secretary</b>	<b>Anabel Lopez</b>
<b>Activity Fund Clerk</b>	<b>Bev Frank</b>
<b>Attendance Clerk/Cashier</b>	<b>Timmy Lofties</b>
<b>Instructional Coach</b>	<b>Diana Seabaugh</b>
<b>School Nurse</b>	<b>Kim Fuentes</b>
<b>School Resource Officer</b>	<b>Lorie Towsley &amp; Colton Stalcup</b>

## **STUDENT HANDBOOK STATEMENT**

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The student/parent handbook is designed to inform you of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which policies/procedures may change, if so, students/parents/guardians will be notified.

In addition to the challenging academic program at North Park Elementary School, there are many extracurricular learning experiences offered for the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at North Park Elementary School.

## **DISTRICT INFORMATION**

### **NONDISCRIMINATION POLICY**

***“Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender.”***

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

<p>Title IX Compliance Officer Jessica Bickford, Librarian 2002 N. James, Guymon, OK 73942 580-338-4350</p>	<p>Title VI and ADA Compliance Coordinator Julie Edenborough, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340</p>	<p>Section 504 Compliance Coordinator Melissa Watson, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340</p>
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## **Mission Statement**

*“Educate all students, embrace diversity, and empower lifelong learning.”*

## **School Colors**

Orange and Black

## **Mascot**

Tiger

## **Fight Song**

We're loyal to you GHS,  
To the Orange and the Black, GHS  
We'll back you to stand  
Against the best in the land  
For we know you will win, GHS,  
Rah! Rah!  
So Shoot for the goal, GHS  
And fight heart and soul, GHS  
Our team is our famed-protector  
On, team, for we expect  
A victory from you, GHS

## **Schools**

Guymon Public Schools consist of the following:

Administration	111 NW 11 <sup>th</sup>	Carrier Elementary	103 N Perkins
High School	1900 N. James	Prairie Elementary	1501 E. Hwy 3
Junior High	700 N. James	Food Service	8 <sup>th</sup> and Academy
Academy Elementary	7 <sup>th</sup> and Academy	Special Ed Office	1400 N. Crumley
Homer Long Elementary	1500 N Beaver	Homer Long Annex	6 <sup>th</sup> and James
ELL Office	111 NW 11 <sup>th</sup>	Enrollment Center	111 NW 11 <sup>th</sup>
North Park Elementary	1400 N. Crumley	Bus Barn	8 <sup>th</sup> and Sunset Lane

### **Disability Accommodations**

The Guymon Public Schools assure all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (IDEA). For further questions, please contact your child's principal.

### **Visitors**

All visitors must check in at the office. **STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS.**

### **Closed Campus**

We have a closed campus for students at Guymon Elementary School. This means students are to remain at school during school hours and their lunch period. Parents/Guardians wishing to take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to class directly after lunch will be counted absent or tardy.

### **Withdrawal/Transfer**

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a withdrawal form through the principal's office. This information facilitates enrollment at another school. Open transfer from district to district is referenced in Policy FE in the appendix. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours' notice prior to checkout procedures.

**Please see Policy FE (Appendix A)**

### **School Insurance**

We provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. Information can be found on the school website.

### **Wednesday and Sunday Activities**

Use of school facilities must be approved by the administration. School facilities may not be used on Wednesday after six or all day on Sunday. No school personnel shall provide keys to any student to open school facilities without being present. There will be NO required school activities on Wednesday evenings or Sundays.

### **Equal Opportunity**

It is the policy of Guymon Public Schools in accordance with Title VI, Title IX, and Section 504 to provide

equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions. Inquiries concerning the application of this policy may be referred to the Compliance Coordinator.

## **US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION**

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports this includes laboratory analysis records. Precision Testing of Stillwater, OK, has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours.

We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

## **EMPLOYEE-STUDENT COMMUNICATION**

Oklahoma law requires that any digital communication between an employee and a student must include the student's parent or guardian, unless conducted on a school-approved platform for school-related purposes. The school-approved platforms are School Status, Google classroom, school-issued email, Go Guardian, and See Saw.

## **STUDENT INFORMATION**

### **North Park Elementary School Hours**

The regular time for school to begin at North Park Elementary is at 8:30 AM. Students arriving after 8:30 AM will be marked tardy. Children should not arrive before 7:45 AM. Children eating breakfast may enter the cafeteria at 7:45 AM. Dismissal time is at 3:30 PM. Children should report home immediately after dismissal.

Children are not supervised before the beginning and after the end of the school day (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly. Habitual lateness will be referred to the School Resource Officer. Students will not be allowed to walk home during school hours for any reason.

### **Absences**

- **EXCUSED ABSENCES**

1. Personal or family illnesses/emergencies
2. Medical appointment
3. Legal or judicial matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation

Official documentation in the above areas is preferred and expected to excuse the absence. A doctor's release or court documents are examples of documentation that will not count against the ten (17) absences per school year.

**It is the responsibility of the parent to notify the school by 9:00 a.m. if their child is to be absent for one of the above reasons.** The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for excused absences. They will have the number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

- **UNEXCUSED ABSENCES**

Unexcused absences are a result of any of the following:

1. Leaving school without checking out through the office.
2. Being absent from school without prior permission from a parent/guardian or school official.
3. Being absent from class without permission.
4. Obtaining a pass from class to a designated place and not reporting there.
5. Being tardy (unexcused) to class past 10 minutes.

- **ABSENCES FOR SCHOOL ACTIVITIES**

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity.

**The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year.**

Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the Principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.

- **TARDINESS**

A tardy is defined as not being in the classroom when the tardy bell rings and **BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.**

- **TRUANCY**

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian.

The student will be subject to further disciplinary action or a possible truancy ticket.

**Attendance**

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism at North Park Elementary School. In accordance with the policy of the Guymon Board of Education, each student at North Park Elementary may not be absent from class more than ten (17) days per year. Excused, unexcused, and truancy are types of absences that **DO** count against the student for the purposes of the Attendance Policy Regulation.

*Please see Attendance Procedures (Appendix A).*

**Bus Conduct**

Students should obey the bus driver and monitor at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules. Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the students' bus riding privilege may be suspended by either school authorities or the transportation director.

**Dress Code**

- **Upper Garments**

Shirts and/or dresses must have sleeves to tip of shoulders. All upper garments must be worn in a way that eliminates exposure of the chest, back, midsection, side and/or under garments. Students may wear the layered look as long as the primary garment is in compliance with the dress code.

- **Lower Garments**

Yoga pants, leggings and spandex shorts are allowed if covering garment is fingertip length. Dresses and all shorts must longer than finger-tip length. Slits or holes in pants must be fingertip length or below. Pajama pants may only be worn on a designated dress-up day.

- **Jewelry and Tattoos**

Tattoos must not be obscene or inappropriate for school. Students may NOT wear watch or wallet chains, long-tailed belts, or nonprescription sunglasses or contacts. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students. Elementary students may wear only stud or post earrings.

- **Shoes**

Students must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn, and roller skate shoes may not be worn. (NO HEELYS). Elementary students are not to wear flip-flops, and open-toed or

open-heeled shoes for safety during recess and P.E.

- **Additional**

Clothes must be sized appropriately. Hats, caps, bandanas, hoods, or blankets must not be worn inside the building. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos, or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

- **Student Dress Code Violations**

A student found to violate the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make up for time lost in class. Physical Education Dress Code: On P.E. day students **must** wear appropriate footwear.

*(Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, religion or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Exceptions will be made to its dress code to ensure that students with disabilities can participate.)*

### **Going Home Promptly**

Students will leave the premises of the school as soon as school is dismissed unless otherwise directed by a teacher or school official. Students who continually are not picked up within 20 minutes of dismissal will be referred to the School Resource Officer.

### **Lunch and Breakfast**

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. **After \$20.00 in charges, students will no longer be allowed to charge school lunch. The student will receive an alternative lunch.** When lunches are paid, the student may eat school lunch. Please contact the Food Service Office to make arrangements for unpaid lunches at 338-4385. There will be no lunch charges after April 1<sup>st</sup> of each school year.

Students must eat either a school lunch or sack lunch from home. Carbonated beverages are not allowed. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants.**

### **Room Parties**

Two dates are set each year for room parties: Christmas and Valentine's Day. Birthday treats are allowed at

the close of the school day with the student's Homeroom class. **Parents should notify the teacher at least one day in advance if they plan to send store-bought treats. Please follow USDA guidelines for child nutrition.** Surprise parties for students are not allowed. Please check with classroom teachers about known allergies.

### **Flowers, Balloons, and Gifts**

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

### **Homecoming Mums or Garters**

Homecoming mums or garters cannot be worn during school hours.

### **Toys and Valuables**

Do not allow your child to bring toys, trading cards, yo-yos, electronic items, or large amounts of money from home to school. Guymon Public Schools and North Park Elementary School are not responsible if these should be lost, broken, or stolen.

## **STUDENT INSTRUCTION**

### **Moment of Silence and Pledge of Allegiance**

Each day, after the tardy bell rings, the teacher will lead their class in the pledge to our nation's flag. Teachers will then lead their class in a moment of silence.

### **Attendance**

The current calendar with all holidays and significant dates for the school year can be found on the school website at [www.guymontigers.com](http://www.guymontigers.com). Please keep this reference sheet handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature (100 degrees or higher), have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students. When a child must be absent, the parent or guardian should call the principal's office, giving cause, and making arrangements for picking up makeup work. You may call 580-338-4390. Teachers appreciate make-up work being turned in as soon as possible. Your student has one day for every day absent, plus one day, to turn in this work. For example, if your student is absent three days, the makeup work is due four days after returning to school, at the latest. **Students turning in work after this time frame will receive no credit.**

A child who arrives 1½ hours late will be counted as present one-half of a day. A child who leaves school 1½ hours early will be counted as present one-half of a day.

**Unexcused absences are given if there is no approved doctor's note or documentation.**

Guymon Public School functions in accordance with the school board policy attendance rule. If a child is absent for more than 10% of the school calendar days, credit will not be issued. These days do not include days that a doctor's note is on file with the school secretary, but do include all other excused and unexcused absences. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

**Please see STUDENT ATTENDANCE POLICY FDC and FDC-R1 (Appendix A).**

Parents will be notified of poor attendance by the school pursuant to District Attorney recommendations. Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

**Please see Attendance Procedures (Appendix A).**

**Field Trips**

Extended learning beyond the classroom will be provided at various times through field trips. Parents will be notified prior to each of these trips.

**Grade Scale**

90-100=A

80-89=B

70-79=C

60-69=D

59 & below=F

**Lost and damaged books**

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.
- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.

- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

### **Lost and Found**

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the close of the school year. We are not responsible for lost, damaged, or stolen items.

### **Organizations/Clubs**

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures laid down by the school. Only those clubs which grow out of an approved school activity and which elevate the educational purpose will be recognized and approved. Clubs and organizations of North Park Elementary must be sponsored by a member of the school faculty/staff and must submit their parental/student consent forms including discipline procedures, to the principal for approval.

Organizations at North Park Elementary include Band, Academic Team, Choir, and Circle the State. There will be NO scheduled activities of any North Park Elementary organizations on Sunday or after 6:00 p.m. on Wednesday.

### **Pick-Up and Drop-Off**

5th-grade students need to be dropped-off and picked-up on the East side of the school in front of the main entrance at 1400 N. Crumley. 6th-grade students need to be dropped off and picked up on the West side of school between the city pool and the North Park on Ellison Street.

### **Playground and Lunchroom Supervision**

A school employee is on duty on the playground at all times during recess. At least one school employee is always on duty in the lunchroom to maintain proper order.

## **Prohibition of Race and Sex Discrimination in Curriculum**

**The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:**

- one race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Assistant Superintendent, 580-338-4340 or via email at [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com).

**Please see PROHIBITION OF RACE AND SEX DISCRIMINATION POLICY EGG and EGG-E (Appendix A).**

### **Promotion and Retention**

It is the policy of the Guymon Public School, District 1008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunities for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, Junior High, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District 1008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.

5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

**Please see STUDENT RETENTION POLICY EIA-R4 (Appendix A)**

### **Report Cards and Parent Teacher Conferences**

Report cards will be given out each 9-week period. At the end of the first and third 9-weeks, parents will pick up the report card at a parent/teacher conference. Your child's teacher or site will communicate about a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school. Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

**Please do not attempt to confer with teachers during class time, as they are busy with classroom activities. Students will not be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.**

## **STUDENT BEHAVIOR**

### **Student Code of Conduct**

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

### **Student Rules of Conduct**

- ◆ Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension.
- ◆ Students are not to throw dangerous or inappropriate objects.
- ◆ Students should always have teacher permission to leave classrooms.
- ◆ Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- ◆ Students will not use, possess, or distribute tobacco, alcohol, vapes & E-cigs or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- ◆ Students are not to have in their possession matches, lighters, knives, weapons, ammunition, fireworks or nuisance items (yo-yo's, homemade slingshots, dart guns, etc.).
- ◆ Students should never leave the school grounds without proper permission.
- ◆ Students must not use foul language, gestures or sexually suggestive language or behavior.
- ◆ Students are not to vandalize, damage, or steal property. (Including tablets, headphones or chromebooks.) Fines will be assessed for damage.
- ◆ Students are expected to be on time for all classes unless officially excused.
- ◆ Students are not to bring gum or candy to school unless permission has been given.
- ◆ Students are to do their own work. Cheating will not be tolerated.
- ◆ Students are to be in compliance with the dress code.
- ◆ Students will not use gang-related hand signs or written expressions.
- ◆ Any hand-held electronic devices not conducive to learning will **not** be allowed in the classroom.

For example:

- cell phone
- cameras
- hand-held gaming device
- blue tooth headphones

- smartwatches
- ◆ Electronic devices are not needed at North Park Elementary. If they are brought to school, they should be turned **“OFF AND AWAY ALL-DAY”**. If any electronic devices are seen or heard, they will be picked up and sent to the office for parents to pick up. These include but are not limited to cell phones, smart watches (any type of device that can send or receive messages, can take pictures, or can access Wi-Fi.) Gaming units are not permitted at any time.
- ◆ Sexting (using a cell phone or any other electronic device to send texts or email or the possession of texts or images that can be interpreted as indecent or sexually suggestive) is prohibited. Students in violation of this policy will face suspension, have their devices confiscated, and any images suspected to violate criminal laws will be referred to law enforcement authorities.

### **Discipline**

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade. Based on the idea that **all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning**, rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

**In-School Suspension/Detention (ISS/ISD):** Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior.

**Out-of-School Suspension (OSS):** This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students. Students, who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual

teachers.

**Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice. (O.S.S.70-488)**

### **Electronic Devices**

Cell phones and smart watches are not allowed in classrooms by students. If one of those items is needed by the student, parents must make arrangements with the building principal. North Park Elementary is a **Cell Phone-Free** space for students. Cell Phones and Smartwatches must be powered “**OFF AND AWAY ALL DAY**”, from the entrance into school after 7:45 am until release. Students are responsible for locking their powered off devices in their lockers. Locks must be rented from the office for \$5 with parent and student signatures.

**Please see WIRELESS TELECOMMUNICATION DEVICES POLICY FNG, STUDENT DISCIPLINE POLICY FO, and SUSPENSION OF STUDENTS POLICY FOD and FOD-R (Appendix A).**

### **Bullying**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

**Please see BULLYING POLICY FNCD, FNCD-R, and FNCD-E.  
Add Policies**

## BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
  2. Conference with parents
  3. In-school suspension
  4. Detention
  5. Referral to counselor
  6. Behavioral contract
  7. Changing student's seat assignment or class assignment
  8. Requiring a student to make financial restitution for damaged property
  9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
  10. Restriction of privileges
  11. Involvement of local authorities
  12. Referring student to appropriate social agency or to a delinquency prevention and diversion program
  13. administrated by the office of Juvenile Affairs
  14. Suspension
  15. Performing Campus-site services for the school district
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.



## BULLYING (Cont.)

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2

*THIS POLICY REQUIRED BY LAW.*

Adoption Date: June 14, 2021

Revision Date(s):

Page 2 of 2



## PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.  
Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that
3. healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.  
Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.  
Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
6. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.
- 7.



## PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

## 1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

## 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.



## PROHIBITING BULLYING, REGULATION (Cont.)

- A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

## 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff



## PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Guymon Public Schools' Safe School Committee

B.

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

#### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

#### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.



## PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal



## PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.guymontigers.com](http://www.guymontigers.com), and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.



HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
 \_\_\_\_\_

Witnesses Present:

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
 Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_



**SEXUAL HARASSMENT STATEMENT**

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex.

**SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

- A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
    2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.
  - A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. **Objective Evaluation of Evidence.** All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
  - C. **Conflict of Interest.** Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
  - D. **Presumption.** There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
  - E. **Timeliness.** The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
  - F. **Possible outcomes.** A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
  - G. **Standard of Review.** The school district will utilize a preponderance of the evidence standard to determine responsibility.
  - H. **Privileged Information.** The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
6. **Written Notice.** Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
- A. Notice of the grievance process, including any informal resolution process;
  - B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
  - C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
  - D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
  - E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district’s procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school’s educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district’s response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.guymontigers.com](http://www.guymontigers.com). These materials will also be available to the public.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE: Title VII of the Civil Rights Act of 1964 42****U.S.C. §2000e-2****29 C.F.R. §1604.1, et seq.****U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.**

**SEXUAL HARASSMENT INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Alleged Sexual Harassment:

\_\_\_\_\_ Grade \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Class: \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_





## **Safe and Secure School**

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

## **Sexual Harassment**

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented “kidding” teasing, double meanings and jokes.
2. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

## **Specific Prohibitions**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanction, as described below.
3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (20), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 may constitute a crime under state or federal law.
4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

## **Report, Investigation, Sanctions**

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such

claims. This may be done through the Grievance process.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate

administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct,

and the context in which the alleged conduct occurred will be investigated. The superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including,

but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to

warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

### **Sporting Event Behavior**

Rules for Home Games:

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall or rails
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area.
8. No throwing of objects.
9. No running.
10. Follow instructions of your parents, police or school personnel

Consequences of breaking a rule:

1. The student activity ticket will be revoked.
2. The student will be asked to leave the game.

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other action found necessary.

## **Searches**

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

**Please see SEARCH OF STUDENTS POLICY FNF (Appendix A).**

## **School Resource Officers and Drug Dog**

Guymon Public Schools system believes that school must be a safe place for students and staff. Three School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

## **Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

## **Gang Activity**

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

## **Telephone**

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. **An understanding of what the child is doing after school should be made before coming to school.** Any change in after-school transportation **MUST** be accompanied by a note or parent phone call.

# **PARENT INFORMATION**

## **Parent Orientation**

All parents are encouraged to attend the Parent Orientation at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

## **Medical Treatment and Medication**

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies, 911 will be called immediately.

**If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office. For over-the-counter medication permission must be granted in writing per board policy.**

**Please see MEDICATION POLICY FFACA (Appendix A).**

## **When to Keep Your Child Home from School**

Deciding when your child is too ill to go to school can be difficult. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **FEVER** – Your child should not have a fever of 100\* or higher, and off of **all** fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.
- **SORE THROAT OR TONSILLITIS** – A minor sore throat is not a problem, however, if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.
- **SPOTS/RASH** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.
- **SEVERE COUGH/COLD SYMPTOMS** – Children with severe coughs need to stay home and possibly see their health care provider.
- **RED/PINK EYE AND/OR DRAINAGE** – If your child's eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye

is clear or 24 hours after beginning treatment from your healthcare provider. Please bring a note from your health care provider stating that your child is okay to return to school.

- **VOMITING AND/OR DIARRHEA** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.
- **HEAD LICE** – Students must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child is seen by a health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child's school nurse or school secretary.

### **Immunizations**

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma Law, every school-age child must have the following vaccines or a certificate of exemption.

#### **Children entering Kindergarten through Grade 6:**

- 5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)
- 4 doses of Polio (unless the third dose was received after the fourth birthday)
- 2 MMR
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose of Varicella (Chickenpox) or a parent's written statement of history of the disease is acceptable.

The completion of these vaccines from start to finish is a minimum of 6 months. **START NOW!**

**All children transferring from other school districts of other states are also required to have these immunizations. It is the parents' responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.**

**STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS OR EXEMPTION CERTIFICATE.**

### **Storms**

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, **DO NOT TELEPHONE DURING A STORM.** The phone lines need to remain open. Fire and

tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

### **Safety**

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his/her route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.
- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- **Do not pass a school bus with flashing lights and STOP sign extended.**
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without a permit.

### **Parent Rights (FERPA)**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

**Please see FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A).**

### **Student Residency**

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, [www.guymontigers.com](http://www.guymontigers.com))

### **Surveys**

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

**Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A).**

### **Technology**

Guymon Public Schools is committed to keeping students safe in the use of technology. All parents, students and staff must sign yearly agreements.

- **LOST AND DAMAGED CHROMEBOOKS**

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

- **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally

accessing and downloading any text, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

There is no legitimate expectation of privacy in the use of the school district's technology.

**Please see INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY EFBCA and INTERNET ACCESS CONDUCT AGREEMENT EFBCA-E (Appendix A).**

## **APPENDIX A**

- 1. Policy FE**
- 2. Attendance Flow Chart**
- 3. Attendance Policy FDC**
- 4. and FDC-R1**
- 5. Prohibition of Race and Sex Discrimination Policy EGG**
- 6. and EGG-E**
- 7. Student Retention Policy EIA-R4**
- 8. Wireless Tele. and suspension of students Policy FOD**
- 9. and FOD-R**
- 10. Search of Students Policy FNF**
- 11. Medication Policy FFACA**
- 12. FERPA Policy FL-R**
- 13. Parent Participatrion Policy EHBDBA**
- 14. Testing Program Policy EK-R1**
- 15. Internet Policy EFBCA**
- 16. Internet Access and conduct Policy EFBCA-E**

# Appendix A

## **STUDENT TRANSFERS**

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

**TRANSFER POLICY(Cont.)**

By the first day of January, April, July and October, the board of education or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district’s website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

<b>GUYMON HIGH SCHOOL</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
9th Grade	215		215
10th Grade	215		215
11th Grade	215		215
12th Grade	215		215
<b>GUYMON JUNIOR HIGH SCHOOL</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
7th Grade	215		215
8th Grade	215		215
<b>NORTH PARK ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
5th Grade	200		200
6th Grade	200		200
<b>ACADEMY ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
3rd Grade	200		200
4th Grade	200		200
<b>PRAIRIE ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
1st Grade	220		220
2nd Grade	220		220
<b>HOMER LONG ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Kindergarten	100		100
<b>NORTHEAST ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Kindergarten	100		100
<b>CARRIER ELEMENTARY</b>	<b>CAPACITY</b>	<b>ENROLLMENT</b>	<b>AVAILABILITY</b>
Pre-K	120		120

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

**Appeal Process:** During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE:** 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.

**70 O.S. §24-101, et seq.; §24-102  
Family Education Rights and Privacy Act  
Atty. Gen. Op. No. 87-134, April 1, 1988  
State Accreditation Standards 210:10-1-18 and 210:10-1-18.1**

***THIS POLICY REQUIRED BY LAW.***



# ATTENDANCE PROCEDURES

All students enrolled in Guymon Public Schools who are absent from school outside of school activities will be marked as an unexcused absence. However, the unexcused absence will be changed to an excused absence when documentation is provided that meets the policy guidelines listed below:

- Personal or family illness
- Medical appointments
- Legal matters
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by student's religious affiliation

What happens if your student has unexcused absences? Please see our procedures below:

**3** UNEXCUSED  
ABSENCES



The school calls parents to explain our policy.

**5** UNEXCUSED  
ABSENCES



The DA will send out a letter to compel students to attend school.

**10** UNEXCUSED  
ABSENCES



The principal will meet with parent(s)/guardian(s) to discuss the student's attendance.

**18** UNEXCUSED  
ABSENCES



A warrant may be issued for truancy.



**STUDENT ATTENDANCE**

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

**REFERENCE: 70 O.S. §10-105, §10-106**  
**Department of Education, Administrator's Handbook**

## ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**\* LEGAL REFERENCE:**     **38 O.S. §37**  
                                       **70 O.S. § 10-105**  
                                       **70 O.S. § 3-145.8**

## **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**        **70 O.S. § 24-158**  
                                      **State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma Schools  
Effective July of 2021**



**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

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I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE:** This form is optional the district is certainly free to require a different document in its place.

## STUDENT RETENTION (REGULATION)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

1. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting the grade level targets on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered as required by law, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. The minimum criteria for grade-level performance of third grade students pursuant to the Reading Sufficiency Act shall be that student are able to read and comprehend grade level text. To determine the promotion and retention of third grader students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for reading foundations/processes and vocabulary portions of the statewide third-grade assessment and administered pursuant to Oklahoma law. The performance levels established by the Commission for Educational Quality and Accountability shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third grade assessment.
5. Beginning with the 2017-2018 school years, a student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:
  - (1) the parent(s) and/or guardian(s) of the student,
  - (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,

**STUDENT RETENTION (Cont.)**

(3) a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and

(4) a certified reading specialist if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion," the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

6. Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in subsection K of this section, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided intensive instructional services and supports.
7. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third-grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) English language learner students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide assessments and who have an individualized education plan that reflects that the student has received intensive remediation for reading and has made adequate progress in reading pursuant to the student's individualized education program ; and

**STUDENT RETENTION (Cont.)**

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and

(7). Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of at least the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE:** 70 O.S. §24-114.1  
70 O.S. §1210.508C

## **SUSPENSION OF STUDENTS**

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

**REFERENCE:** 10 O.S. §7005-1.2  
10 O.S. §7303-5.3  
10 O.S. §7307-1.2  
37 O.S. §163.2  
70 O.S. §24-101.3, §24-102, §24-103, et seq.

***THIS POLICY REQUIRED BY LAW.***

## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - Violations of policy or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate ProceduresSuspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**

- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE:** 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

*THIS POLICY REQUIRED BY LAW.*

**SEARCH OF STUDENTS**

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**REFERENCE: 70 O.S. §24-102**

## **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

## E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE:** 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.

**COMPLIANCE WITH FAMILY EDUCATIONAL  
RIGHTS AND PRIVACY ACT OF 1974  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

**(NOTE: A district may designate all, some, or none of this information as directory information.)**

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

## **PARENT PARTICIPATION IN THE SCHOOL DISTRICT**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district.
  - b. open enrollment rights.
  - c. the right to opt out of assignments.
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

**LEGAL REFERENCES:**     70 O.S. § 10-106  
                                  70 O.S. § 11-103.3  
                                  70 O.S. § 11-103.6  
                                  70 O.S. § 11-105.1  
                                  70 O.S. § 11-106  
                                  70 O.S. § 1210.192  
                                  70 O.S. § 1210.301 through § 1210.308  
                                  70 O.S. § 1210.508E

***THIS POLICY REQUIRED BY LAW.***

## **TESTING PROGRAM STUDENT SURVEYS (REGULATION)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

**TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)**

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - A. College or other postsecondary education recruitment, or military recruitment;
  - B. Book clubs, magazines, and programs providing access to low-cost literary products;
  - C. Curriculum and instructional materials used in schools;
  - D. Tests and assessments;
  - E. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

**Definitions**

The term “survey” includes an evaluation.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)**

The term “personal information” means individually identifiable information, include a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520.

***THIS POLICY REQUIRED BY THE  
EVERY CHILD SUCCEEDS ACT OF 2016.***

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Guymon Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

### Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)**

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
- A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)**

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
  - Spreading rumors about others through email, IM, or text messages.
  - Creating a Web site or other social networking account that targets another student or other person(s).
  - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
  - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Guymon Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

## INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND  
INTERNET SAFETY POLICY (Cont.)**Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

**REFERENCE: 21 O.S. §1040.75, §1040.76  
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

***THIS POLICY REQUIRED BY LAW.***

**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.

## **GJHS Proposed Handbook Changes**

**Pg. 3 - Library Media Specialist - Rhonda Walls, Activity Fund Clerk - Bev Frank, School Resource Officers - Lorie Towsley & Colton Stalcup**

**Pg. 5 - Change bus policy to match elementary school policy and add in “and monitor”**

**Pg. 5 - Put in full bullying policy after first sentence on bullying**

**Pg. 9 - Put in full sexual harassment policy**

**Pg. 11 - Omit “in order to receive credit” on absence policy, change to 17 days of absence**

**Pg. 11 - Take out attendance committee and attendance appeal procedures**

**Pg. 12 - Omit Advanced Speech**

**Pg. 12 - When checking students in/out people have to be on the approved list, will be strictly enforced**

**Pg. 14 - Change Saturday school to 8-10 am**

**Pg. 16 - Copy policy from elementary on student searches, add a part about SROs and drug dogs**

**Pg. 18 - Replace mid-thigh with 3” above the knee**

**Pg. 18 - Change #5 to “students must have ALL skin covered”**

**Pg. 20 - Add 22. Lewd Behavior, 23. Classroom Disruption, 24. Disrespectful to school personnel**

**Pg. 21 - Take out parent rights, move to the back like elementary**

**Pg. 22 - Current Copy of Immunizations OR the opt out form**

**Pg. 23 - Change to smart watches, bluetooth headphones and/or speakers, and personal computers**

## **GHS Proposed Handbook Changes**

**Pg. 5 - Change bullying policy to elementary**

**Pg. 16 - Take out bus rider rules**

**Pg. 16-17 - Adjust civil rights information**

**Pg. 19 - Change moment of silence to “minute”**

**Pg. 20 - Take out sexual harassment information, add entire policy**

**Pg. 40 - Change policy to match graduation dress code, add tribal regalia to graduation dress code**

**Pg. 45 - Added a PDA description**

**Pg. 49 - Not sexual harassment/Title 9**

**Pg. 49 - Define inappropriate sexual conduct/Title**

**Pg. 54-55 - Update tech policy**

**GUYMON PUBLIC SCHOOLS**



**GUYMON JUNIOR HIGH SCHOOL**

**2024-2025  
STUDENT HANDBOOK**

**Guymon Junior High School**  
700 North James  
Guymon, OK 73942  
Phone: 580-338-4360

Website: [www.guymontigers.com](http://www.guymontigers.com)

Principal – Laurie Brooks  
[laurie.brooks@guymontigers.com](mailto:laurie.brooks@guymontigers.com)

Assistant Principal – Jackie Yell  
[jackie.yell@guymontigers.com](mailto:jackie.yell@guymontigers.com)

### **Mission Statement**

**“Educate all students, embrace diversity, and empower lifelong learning.”**

#### **Fight Song**

We're loyal to you GHS,  
To the Orange and the Black, GHS  
We'll back you to stand  
Against the best in the land  
For we know you will win, GHS,  
Rah! Rah!  
So Shoot for the goal, GHS  
And fight heart and soul, GHS  
Our team is our famed-protector  
On, team, for we expect  
A victory from you, GHS

## Personnel

<b>Principal</b>	<b>Laurie Brooks</b>
<b>Assistant Principal</b>	<b>Jackie Yell</b>
<b>Counselor</b>	<b>Yesenia Vera</b>
<b>Athletic Director</b>	<b>Tyler Chapman</b>
<b>Library Media Specialist</b>	<b>Rhonda Walls</b>
<b>Secretary</b>	<b>Jamie Osborne</b>
<b>Activity Fund Clerk</b>	<b>Bev Frank</b>
<b>Attendance Clerk/Cashier</b>	<b>Adriana Marquez</b>
<b>Instructional Coach</b>	<b>Breanne Garrison</b>
<b>School Nurse</b>	<b>Julie Hicks</b>
<b>School Resource Officer</b>	<b>Lorie Towsley &amp; Colton Stalcup</b>

## What to do in the event of...

<b>Absence from school</b>	<b>Parent/Guardian must contact the office</b>
<b>Absence for a special occasion</b>	<b>Parent/Guardian may contact the office in advance</b>
<b>Illness at school</b>	<b>Go immediately to the office</b>
<b>Need to leave school</b>	<b>Go to the office and check-out with the secretary</b>
<b>Difficulty in class</b>	<b>Talk to the teacher first, then the counselor. If you are still having difficulties, see the principal.</b>
<b>Lost and found property</b>	<b>Report to the teacher or turn it into the office</b>
<b>Theft of property</b>	<b>See the school resource officer or an assistant principal</b>
<b>Withdrawal from school</b>	<b>Go see your counselor</b>
<b>Problems with another student</b>	<b>See your counselor or an assistant principal</b>
<b>Missing the bus</b>	<b>Parent/guardian must contact the office</b>

## **STUDENT HANDBOOK STATEMENT**

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The student/parent handbook is designed to inform you of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which policies/procedures may change, if so, students/parents/guardians will be notified.

In addition to the challenging academic program at the junior high school, there are many extracurricular learning experiences offered for the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at Guymon Junior High School.

## **DISTRICT INFORMATION**

### **NONDISCRIMINATION POLICY**

***“Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender.”***

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

<b>Title IX Compliance Officer</b> Jessica Bickford, Librarian 2002 N. James, Guymon, OK 73942 580-338-4350	<b>Title VI and ADA Compliance Coordinator</b> Julie Edenborough, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340	<b>Section 504 Compliance Coordinator</b> Melissa Watson, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340
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## **US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION**

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours.

We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

## **EMPLOYEE-STUDENT COMMUNICATION**

Oklahoma law requires that any digital communication between an employee and a student must include the student's parent or guardian, unless conducted on a school-approved platform for school-related purposes. The school-approved platforms are School Status, Google classroom, school-issued email, Go Guardian, and See Saw.

## **BUS RIDER RULES**

### **Bus Conduct**

Students should obey the bus driver and monitor at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules. Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the students' bus riding privilege may be suspended by either school authorities or the transportation director.

## **BULLYING AND HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

**BULLYING**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**BULLYING (Cont.)**

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

## **PROHIBITING BULLYING (REGULATION)**

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

## PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property;  
or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

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**PROHIBITING BULLYING, REGULATION (Cont.)**

- A. **Physical Bullying** includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another’s self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another’s group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district’s policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

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**PROHIBITING BULLYING, REGULATION (Cont.)**

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

**B. Guymon Public Schools' Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

**Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

**Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

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**PROHIBITING BULLYING, REGULATION (Cont.)**Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

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**PROHIBITING BULLYING, REGULATION (Cont.)**

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

**Publication of Policy**

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.guymontigers.com](http://www.guymontigers.com) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

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**HARASSMENT/BULLYING INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_ Type

of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_ Check

all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_ Notes \_\_ E-mail \_\_ Web sites \_\_ Video/audio tape  
Other \_\_\_\_\_

signature \_\_\_\_\_

Staff

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_

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**Students can fill out a bullying form at any time on the district website or in the Junior High office.**

The superintendent or designee shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

(See Board Policies FNCD, FNCD-R, Reporting Form FNCD-E )

### **CIVIL RIGHTS GRIEVANCE PROCEDURES: DEFINITIONS**

1. **Discrimination Complaint:** A written complaint alleging any policy procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, qualified handicap, or veteran status.
4. **Title IX and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas, covered in complaint.
6. **Day:** Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### **PRE-FILING PROCEDURE**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with his/her teacher, building principal or supervisor, and a reasonable effort should be made to resolve the problem or complaint.

### **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

1. **Grievant** submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible; and requested action. The complaint must be submitted within 30 days of alleged violation/complaint.
2. **Title IX/504 Coordinator** notifies respondent within ten days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of a student's or employee's requested action; or (3) outline alternatives.
3. **Respondent** submits an answer within ten days to Title IX/504 Coordinator.
4. **Title IX/504 Coordinator** refers to the written complaint and respondent's answer to the building principal or supervisor within ten days after receiving respondent's answer.
5. **Principal and/or Supervisor, Grievant, Respondent, and Title IX/504 Coordinator** participate in a hearing.
6. **Principal or Supervisor** issues within ten days after the hearing a written decision to the student, employee, respondent, and Title IX/504 Coordinator.
7. **Grievant or Respondent**, if not satisfied with the decision, must notify the Title IX/504 coordinator within ten days and request a hearing with the superintendent.

8. **Title IX/504 Coordinator** schedules within ten days of the request for a hearing with the grievant, respondent, and superintendent.
9. **Superintendent, Grievant, Respondent, and Title IX/504 Coordinator** participates in the hearing.
10. **Superintendent** issues a decision within ten days following the hearing.
11. **Grievant or Respondent** if not satisfied with the decision, must notify the Title IX/504 Coordinator within ten days and request a hearing with the Board of Education.
12. **Title IX/504 Coordinator** notifies the Board of Education within ten days after receiving a request. Title IX/504 Coordinator schedules hearings with the Board. Hearings are to be conducted within 30 days from the date of notification to the Board of Education.
13. **Board of Education or hearing panel established by the Board, Grievant, or Respondent, and Title IX/504 Coordinator** participates in the hearing.
14. **Board of Education** issues a final written decision within ten days after the hearing regarding the validity of the grievance and any action to be taken.

### **GENERAL PROVISIONS**

1. **Extensions of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. **Access to Regulations:** The Guymon Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age-qualified handicap, or veteran upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

### **LOCKERS**

The only lockers available to GJHS students are the Athletic Lockers that are assigned during O.A. Locks are not provided and must be purchased by the students. **Under no circumstances should students leave valuables or money in lockers. Guymon Public Schools is not responsible for lost or stolen items.**

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **School officials have the right to conduct a locker search at any time.**

### **LOST AND DAMAGED BOOKS**

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.

- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.
- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

### **LOST AND FOUND**

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the close of the school year. We are not responsible for lost, damaged, or stolen items.

### **MANDATES**

**Guymon Public Schools ensures compliance with the following mandates:**

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual... shall, solely by the reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- Title VI of the Civil Rights Act of 1964, 45 U.S.C. 2000 through 2000-4: "No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1682: "No person in the U.S. shall on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

### **MINUTE OF SILENCE AND PLEDGE**

Each school day, a period of time will be designated where a person from the administrative office leads the student body and faculty in a moment of silence and the Pledge of Allegiance to the United States of America. This designated time will typically occur at the end of 1st period and before 2nd period. The minute of silence and Pledge of Allegiance will be conducted over the school intercom system.

### **PROHIBITION OF RACE AND SEX DISCRIMINATION**

The following concepts may **NOT** be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- One race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Assistant Superintendent, 580-338-4340 or via email at [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com). (See School Board Policy EGG and EGG-E)

### **SAFE AND SECURE SCHOOLS**

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

### **SCHOOL INSURANCE**

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. School insurance information is on the district website.

### **SCHOOL PHONES**

The office telephone is a business phone and should be used by students **ONLY** in cases of emergencies. A phone has been provided for student use in the office. Permission must be granted before use.

### **SEXUAL HARASSMENT STATEMENT**

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex.

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

### **2. Specific Prohibitions**

#### **A. Administrators and Supervisors**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of

students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

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**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

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**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. **Objective Evaluation of Evidence.** All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
  - C. **Conflict of Interest.** Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
  - D. **Presumption.** There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
  - E. **Timeliness.** The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
  - F. **Possible outcomes.** A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
  - G. **Standard of Review.** The school district will utilize a preponderance of the evidence standard to determine responsibility.
  - H. **Privileged Information.** The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
6. **Written Notice.** Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
- A. Notice of the grievance process, including any informal resolution process;
  - B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
  - C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
  - D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
  - E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

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**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:



**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.guymontigers.com](http://www.guymontigers.com). These materials will also be available to the public.

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**GUYMON BOARD OF EDUCATION**

**FB**

## **SEXUAL HARASSMENT OF STUDENTS (Cont.)**

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE: Title VII of the Civil Rights Act of 1964 42**

**U.S.C. §2000e-2**

**29 C.F.R. §1604.1, et seq.**

**U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.**

## **SEXUAL HARASSMENT**

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented “kidding” teasing, double meanings and jokes.
2. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

## **SPECIFIC PROHIBITIONS**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanction, as described below.
3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (20), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 may constitute a crime under state or federal law.
4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

## **REPORT, INVESTIGATION, AND SANCTIONS**

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance process.
1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

# **STUDENT INFORMATION**

## **ABSENCES**

### **EXCUSED ABSENCES**

1. Personal or family illnesses/emergencies
2. Medical appointment

3. Legal or judicial matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation

Official documentation in the above areas is preferred and expected to excuse the absence. A doctor's release or court documents are examples of documentation that will not count against the ten (10) absences per semester.

**It is the responsibility of the parent to notify the school by 10:00 a.m. if their child is to be absent for one of the above reasons.** The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for excused absences. They will have the number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

### **UNEXCUSED ABSENCES**

Unexcused absences are a result of any of the following:

1. Leaving school without checking out through the office.
2. Being absent from school without prior permission from a parent/guardian or school official.
3. Being absent from class without permission.
4. Obtaining a pass from class to a designated place and not reporting there.
5. Being tardy (unexcused) to class past 10 minutes.

**Consequences for unexcused absences include before or after school detention, restricted privileges, or suspension.**

### **ABSENCES FOR SCHOOL ACTIVITIES**

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity.

**The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year.**

Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.

### **TARDINESS**

A tardy is defined as not being in the classroom when the tardy bell rings and **BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.**

### **TRUANCY**

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian. The student will be subject to further disciplinary action or a possible truancy ticket.

### **ATTENDANCE**

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism at Guymon Junior High School.

In accordance with the policy of the Guymon Board of Education, each student at Guymon Junior High School may not be absent from class more than seventeen (17) days per year. Excused, unexcused, and truancy are types of absences that **DO** count against the student for the purposes of the Attendance Policy Regulation.

1.

### **ATHLETIC LOCKERS & GYM BAGS**

Athletic Student lockers are the property of the school and are assigned to the student for the purpose of storage of athletic school supplies and personal property, coats, jackets, etc. Students are to use only the locker assigned to them. Locks are not provided for lockers but must be used and lockers must be locked at all times.

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School officials have the right to conduct a locker search at any time.

Gym bags will only be allowed in the gym. Student athletes **MUST** leave valuables or money in lockers. Guymon Junior High School is not responsible for lost or stolen items.

### **CLOSED CAMPUS-CHECKING IN/OUT**

As students arrive on campus, they will be required to remain on campus until dismissed at the end of the school day. Students leaving school before regular dismissal time must check out through the office. **Any student leaving campus during the school day must have parent/guardian permission. Any absences without permission are considered unexcused.** Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action. Students who leave and return to school the same day must report and sign in at the office upon their return. Students must be checked out by someone on the approved list. This will be strictly enforced.

### **CRIME STOPPERS**

Guymon Public Schools has a crime stoppers fund to pay rewards for students to give information that will lead to solving or preventing illegal behavior. To report a crime, call 580-651-4651 or report to a principal. All reports will remain confidential and students will be paid after receiving a password.

### **ELIGIBILITY**

Students must maintain passing grades in all classes and attend at least 90% of the time. Activities included in the eligibility rules are band, choir, cheerleading, Academic Team, Student Council, NJHS, History Club, HALO, FFA, all athletic teams, and any other school-sanctioned groups or events.

### **GRADING SCALE**

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below
I	Incomplete
NC	No Credit

### **GIFTED/TALENTED**

Guymon Junior High offers an array of Honors/Advanced Classes for our Gifted and Talented students. Some of these classes include: Advanced Band, Advanced Art, Pre-Algebra, Algebra 1, and Honors U.S. History.

## **HONOR ROLL**

### **SUPERINTENDENT'S HONOR ROLL**

Students who make straight "A's" for each grading period of the school year will be listed on the Superintendent's Honor Roll.

### **PRINCIPAL'S HONOR ROLL**

Students who make "A's and B's" for each grading period of the school year will be listed on the Principal's Honor Roll.

## **NATIONAL JUNIOR HONOR SOCIETY**

To be eligible for membership in the GJHS National Junior Honor Society, a student must meet the following qualifications:

1. A member must have and maintain a 3.5 weighted average in all class work including music and athletics.
2. A member should be participating in at least two school clubs and organizations.
3. A member must exhibit the personal qualities of citizenship, service, leadership, and character.
4. A member must not, at school or away from school do anything that will reflect unfavorably on the Honor Society or the school.
5. A member must complete a designated number of hours of community service to be decided at the first meeting of the year.
6. Students will be notified of their eligibility to apply for membership. Selection will be made by a faculty committee.

## **ORGANIZATIONS/CLUBS**

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures laid down by the school. Only those clubs which grow out of an approved school activity and which elevate the educational purpose will be recognized and approved. Clubs and organizations of Guymon Junior High School must be sponsored by a member of the school faculty/staff, and must submit their constitution and by-laws, including election/selection process and discipline procedures, to the principal for approval.

Organizations at GJHS include: Student Council, Cheerleaders, HALO Club, National Junior Honor Society, Yearbook, Band, Academic Team, FFA, Choir and Table-Top Club. There will be NO scheduled activities of any GJHS organizations on Sunday or after 6:00 p.m. on Wednesday.

## **OFFICERS**

1. A student may not hold more than three offices at a time.
2. A student has the option of resigning a position in order to accept another.
3. Class officers must maintain a 2.5 GPA

## **PICK –UP**

Students need to be picked up after school on the North side of the school in front of Tiger Gym, at the intersection of 8<sup>th</sup> and James Streets, or at the intersection of 7<sup>th</sup> and James Streets.

## **PROFICIENCY BASED PROMOTION**

It is the policy of the Guymon Public School, District 1008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunity for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District 1008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.

6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

### **SATURDAY SCHOOL**

Guymon Junior High School will provide supervised detention from 8:00 am - 10:00 am on designated Saturdays. Students will be required to arrive before 8:00 am and will be required to remain on task for the entire time.

### **SCHEDULE CHANGES**

Course change requests must be made the week after school begins at the directive and permission of the principal. Changes are handled through the counselor's office.

### **SCHOOL LUNCH PROGRAM**

Guymon Public Schools participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained from the front office. No one will be allowed to charge more than \$10 at any time.

### **SUMMER SCHOOL**

Summer school sessions are offered for students who need credit recovery due to failure of core classes.

### **TRANSFERS**

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in their school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for the denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. (For the complete policy please see the district website, [www.guymontigers.com](http://www.guymontigers.com))

### **WITHDRAWAL**

The procedure for withdrawal (or transferring) is as follows:

1. Requests for withdrawal must be made by telephone or in-person by parent/guardian or guardian.
2. The withdrawal notice should be given to the guidance office at least two days before the student is to leave.
3. Appropriate forms should be obtained from the office.
4. Forms should be filled out by teachers.
5. All school books, Chromebooks and accessories, and other property must be returned, and all fees must be paid.

6. Completed forms must be taken to the office of the principal for final clearance.

## **STUDENT EXPECTATIONS AND CONSEQUENCES**

### **CONDUCT**

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school-age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers, and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken. Any garment, accessory, possession of inappropriate materials, or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct. When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

### **BOMB THREATS**

Students making a bomb threat, whether it is written, by use of electronic devices, or verbal, will immediately be long-term suspended from school and prosecuted to the fullest extent of the law.

### **DRUG/ALCOHOL POLICY**

No student shall possess, use, or distribute any illegal substance to include drugs and alcohol on school premises, at school functions, on school trips or activities, or while in use of school transportation. No student shall come to school or to any school function under the influence of alcoholic beverages, or a controlled dangerous substance as defined by state law.

### **Discipline Policies for Secondary (7-8)**

1. Confiscation of substance
2. Notification of parent
3. Notification of appropriate authorities
4. AUTOMATIC suspension
5. In severe cases, expulsion
6. Rehabilitation and/or professional counseling may be required prior to readmittance

The student, upon the first offense, will be suspended from school for a minimum of 20 school days. For each additional offense, the minimum time of suspension will be increased by 25 days. If the school official in charge cannot contact the parent or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student body, e.g. calling the physician listed by the parent/guardian or the emergency room of the local hospital. In all such cases the law enforcement officials will be advised (federal, state, and local).

### **FIGHTING**

Fighting will result in a minimum of five (5) days out of school suspension and may result in a complaint of disorderly conduct and/or assault charge filed by the school district with the local police.

### **GANG ACTIVITY**

Gang activity will not be tolerated. Students who are assimilated with gangs, whether in appearance or actions may be suspended for up to one school year.

### **INAPPROPRIATE LANGUAGE**

It is expected that all language used at school is polite and appropriate. Profanity, obscenity, and vulgarity have no place at school, during a school-sponsored activity, or on the school bus. Offensive wording, pictures on t-shirts, or other clothing are considered

inappropriate use of language. A student using foul language may be disciplined with any of the following: Detention, ISD, and/or Suspension. An offense against a staff member **WILL** result in harsher consequences.

### **STUDENT RESIDENCY**

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, [www.guymontigers.com](http://www.guymontigers.com))

### **STUDENT SEARCH**

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

Please see **SEARCH OF STUDENTS POLICY FNF (Appendix A)**.

### **SCHOOL RESOURCE OFFICERS AND DRUG DOGS**

Guymon Public Schools system believes that school must be a safe place for students and staff. Three School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

### **THEFT**

Theft on school property may result in up to one year of suspension. Acts of stealing will be reported to the local police.

### **THREATS**

Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent/guardian's expense, before the student may return to school.

### **TOBACCO**

The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. E-cigarettes and similar products will be confiscated and tested for illegal drugs. Students found to be in possession of or using any tobacco product will be placed in ISD or suspended, and the student will receive a "minor in possession" ticket from the resource officer. The use of e-cigarettes, nicotine gum, or other similar products will be considered the same as tobacco products.

### **TRESPASSING**

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. **TRESPASSERS WILL BE ARRESTED.**

### **VANDALISM**

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

### **WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

- 1) Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as
  - (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - (2) the frame or receiver of any such weapon
  - (3) any firearm muffler or firearm silencer or
  - (4) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
- 2) Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or, while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon." Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent or designee. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP team and continue to receive special education and related services. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or designee. Disciplinary action will be determined on a case-by-case basis.

### **SCHOOL SPONSORED DANCES**

These rules are made by the student council and the administration for the protection of school facilities and other students. The student council sponsors and cosponsors dances for the enjoyment of the GJHS student body.

1. All presently enrolled students at GJHS are eligible to attend unless they have been suspended from school or other disciplinary actions prohibit them from attending including being academically ineligible.
2. GJHS dances are for our students only and no out-of-town guests are allowed.
  - a. No exceptions will be added after the deadline.
  - b. GJHS students are not allowed to attend High School Dances.
  - c. No guest enrolled in a high school, grade school, or school drop-out will be permitted to attend.
  - d. Faculty and staff will sponsor the dances. Parental sponsors will need to be considered and approved by the principal.
  - e. A GHS student who brings a guest will be responsible for the guest's behavior.
  - f. After gaining admittance to the dance, if a student must leave the designated area, a sponsor must accompany the student or the student will not be allowed to re-enter the dance. If a student leaves dance early, their parent/guardian will be called.

## **SCHOOL TRIPS**

School-sponsored trips will be made during the year for numerous activities in which students of Guymon Junior High School participate. These trips may necessitate absences from academic classes. Parent/guardians and students are requested to study the following regulations concerning school-sponsored trips.

1. All school rules and regulations apply for all school-sponsored trips.
2. All students must get assignments from teachers before the absence.
3. All students must go and return in school-approved transportation with the presence of an adult required. Exceptions will be dealt with individually.
4. Students making a school-sponsored trip shall be under the supervision of a sponsor and shall conduct themselves appropriately. The school shall have jurisdiction over all students in the vicinity of a school-sponsored group or activity.
5. Students violating any of the aforementioned regulations may forfeit the privilege of making trips for the remainder of the school year. The school may administer additional punishment when and if it becomes necessary.
6. A student must be passing all classes to be eligible for any activity that requires him to be absent from a class.
7. Parent/guardian permission and authorization to treat minor forms must be provided for all trips.

## **SCHOOL VISITORS**

All visitors to the school must sign in at the principal's office and obtain a visitor's pass. Visitors must be on the student's demographics relations list in order to visit with and/or check the student out of school. This is strictly enforced for the safety of all students. The principal has the right to prohibit visitors if it is a disruption to the educational process.

## **STUDENT DRESS CODE**

The basic design for school dress is one that emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon Junior High School. Grooming and dress at GJHS must not constitute a distraction or interfere with the educational opportunities of students. *Exceptions will be made to its dress code to ensure that students with disabilities can participate.* (See School Board Policy FNCA.)

## **ATTIRE EXPECTATIONS**

1. Above the chest to below the pelvic region (upper and lower torso) including the buttocks, should be covered at all times.
2. Shorts, dresses, tunics, shirts/tops worn with leggings, and skirts should be a length that is at the maximum 3" above the knee.
3. Shirts and /or dresses should have sleeves to the tip of the shoulder.
4. Clothes should be sized appropriately.
5. If clothing contains holes or slits, they must be below mid-thigh. Students must also have ALL skin covered if articles of clothing contain holes or slits.
6. Clothing must cover the chest, back, midriff, and undergarments.
7. Students may wear the "layered look" as long as the primary garment is in compliance with the dress code.
8. Any school-issued uniform may be worn during the school day if assigned.

## **PROHIBITED DURING SCHOOL HOURS**

1. Headgear such as hats, bandanas, sunglasses, hoods, and stocking caps
2. Watch or wallet chains, long tailed belts, or nonprescription contacts
3. Jewelry that is inappropriate for school, not distracting, and not pose a safety threat to others
4. Tattoos that are obscene or inappropriate for school
5. Bare feet, house shoes/slippers, spiked cleats, roller skates, pajamas
6. Bike or animal chains, collars, or spikes
7. Apparel that is too tight, too loose, too sheer, too short, or too revealing, including attire that exposes the chest or breasts
8. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons,

tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors. (Including printed text on the student's pant bottom.

9. Clothing that reflects gang affiliation, conceals contraband, weapons, or creates a distraction.
10. Blankets

Where a religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. **Any variation to the above dress code will be subject to the approval of the principal.**

**Students will be dress checked at the beginning of 2nd period each day.** Parents will be contacted when students fail to pass the dress code. Students will be required to change clothes before returning to class. If a student violates the dress code and then changes back into their old clothing, they will receive disciplinary consequences to be determined by administration. Any student who violates the dress code repeatedly will also be subject to disciplinary action by administration.

## **DISCIPLINE**

The Guymon Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in school environments particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Skipping class
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals such as vape pens, edibles and nicotine
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical or verbal
12. Fighting
13. Possession of weapons
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment

18. Gang related activity or action
19. Violating Dress Code
20. Violating Cell Phone Policy
21. Selling outside snacks at school that have not been School Board approved
22. Lewd Behavior
23. Classroom Disruption
24. Disrespectful to school personnel

**Other actions that are found to be disruptive include:** Bullying, bus misconduct, cheating, attendance, disruption of class or assembly, dress code violation, failure to prepare for class, harassment, inappropriate display of affection, lunchroom misconduct, electronic device misconduct, profanity, disrespect, prone to mischief, and any conduct that jeopardizes the safety of others.

**Corrective actions may include the following:**

1. Conference with student
2. Conference with parents
3. In-school detention
4. Detention
5. Saturday School
6. Lunch Detention
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances.

According to Guymon Board of Education Policy (FOD) students may be disciplined and/or suspended for behaviors that include: Violations of policy and regulation, and any act which disrupts the academic atmosphere or the school, endangers or threatens fellow students, teachers or officials or damages property.

**IN-SCHOOL DETENTION**

ISD is a detention in which students are removed from the regular school program for a designated period of time. The in-school detention program will be a highly structured class situation with emphasis being placed on intensive student work. Students who are in ISD will not be allowed to participate in or attend any extra-curricular activities including contests and practices or be on school grounds. School work completed during in-school detention will be graded at full value. ISD is from 7:50 a.m. to 2:50 p.m. Transportation to and from ISD is the student's responsibility.

**OUT-OF-SCHOOL SUSPENSION**

This is a suspension whereby a student is excluded from attending school, activities, or being on school grounds for a designated period of time. Students who are suspended out-of-school have the right to appeal the decision of the administration directly to the superintendent. An education plan will be provided for students suspended. Written notice of a request for an appeal hearing with the Board of Education shall be received by the district superintendent within three (3) business days of receipt of the suspension notice. (O.S.S. 70-488)

**SAFE AND SECURE SCHOOLS**

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

# **PARENT INFORMATION**

## **PARENT RIGHTS (FERPA)**

Parents and eligible students have the following rights under the Family Educational Right and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise limited control over other people's access to the student's education.
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

Please see the FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A)

## **SURVEYS**

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A)

## **PARENT/GUARDIAN INVOLVEMENT**

Guymon Public Schools encourage and support parents/guardians as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parent/guardian involvement as an essential element to promote student success. Student academic achievement requires parents/guardians to be knowledgeable of curriculum standards, progress monitoring, and district policies and procedures.

**District parent/guardian involvement will be supported and encouraged through the following district expectations:**

1. respecting parents/guardians as partners in the education of their children;
2. valuing diversity and the need for equity in each school;
3. promoting parent/guardian involvement in district leadership and decision-making;
4. fostering a welcoming and responsive environment for parent/guardians;
5. ensuring accountability of the staff at all levels throughout the district is working with parents/guardians as partners;
6. valuing the need for partnerships within the public and private entities in the Guymon community;
7. ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures, and
8. establishing and promoting communication as a source of trust and understanding between the district and parents/guardians.

**Parent/guardian involvement will be supported and encouraged through the following parent/guardian expectations;**

1. taking the initiative to seek the best educational opportunities for their children;
2. understanding and respecting the mission and values of the school;
3. respecting teachers and supporting school staff as partners in the education of their children;
4. demonstrating respect for the school as a whole, including the faculty and staff;

5. developing jointly with the teacher, a school-parent/guardian compact for their child that outlines how the parent/guardians, the school, and the student will share the responsibility for improved academic achievement;
6. identifying and addressing barriers to parent/guardian involvement;
7. understanding school procedures and opportunities to contribute or receive support;
8. participating in the development of the school parent/guardian involvement plan and the review and evaluation of the plan;
9. valuing diversity and the need for equity in each child's learning;
10. participating in decision making;
11. volunteering in their children's schools; and
12. supporting and engaging in developing partnerships within the Guymon Public School's community.

## **STUDENT HEALTH**

### **IMMUNIZATION LAW**

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. **In accordance with Oklahoma law, students entering grades seven (7) through twelve (12) MUST have the following immunizations: five (5) doses of the DtaP vaccine, four (4) doses of the Polio vaccine, three (3) doses of the HepB vaccine, two (2) doses of the Hep A vaccine, two (2) doses of the MMR vaccine, one (1) dose of the Varicella vaccine, and one (1) dose of the Tdap booster vaccine.** Please refer to the Oklahoma State Department of Health's website regarding immunizations required for school or contact the school nurse for questions. parents/guardians are **REQUIRED** to provide the school with a **CURRENT** copy of their child's immunization records **OR** the opt out form.

### **A.I.D.S PREVENTION EDUCATION**

An A.I.D.S. Prevention Education Program is offered to students in the Guymon School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. Prevention Program shall be approved for accuracy by the State Department of Health. The school nurse will present the curriculum and materials that will be used. The meeting will be held during evening hours. No student shall be required to participate in A.I.D.S. Prevention Education if a parent/guardian objects in writing. A student permission letter will be sent home to notify a parent/guardian.

### **MEDICATION POLICY**

Guymon Public Schools recommends giving medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. A student who needs to take medication at school must have a current year Medication Request and Release Form filled out properly and signed by the physician and/or parent/guardian before the medication can be brought to and kept at school.
2. All medication must be brought to the office by the parent/guardian. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with appropriate release from the physician and parent/guardian.
3. The parent/guardian will promptly notify the school of any changes in the administration of prescription medication by providing the school with a new Medication Request and Release Form signed by the physician. Written or verbal changes from parent/guardian **CAN NOT** be accepted.
4. Over-the-counter medications must be in an original container. The dosage and frequency to be given must be consistent with label instructions. A parent/guardian must also specify when and why the medication is to be given. The school cannot accept expired medications. **All over-the-counter orders must be in writing with the parent's/guardian's signature.** Phone orders will **NOT** be accepted.
5. Prescription medication must be brought to the school in original containers with all instructions and pharmacy labels clearly visible. Prescription medication labels must include the following: student's name, name and strength of the medication, dosage and directions for administration, name of physician, date, and pharmacy name. The pharmacy will dispense an additional prescription label and bottle for school use if requested by the parent/guardian. If the medication is not properly labeled **OR** does not match the Medication Request and Release Form, it will not be given. Medication will not be accepted in bags or envelopes.
6. Medications, Medication Requests, and Release Forms must be kept in the office.

7. All medication must be picked up by the last day of school by a parent/guardian. If not, they will be destroyed. The school will not send medications home with students.

Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written physician and parent/guardian authorization. The parent/guardian of the student must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis. The physician must also verify that the student has been instructed in the proper method of self-administering medication and is also capable of self-administration of medication.

**Additionally:**

1. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent/guardian of the student, in writing, and the parent/guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

## **DEVICE AND INTERNET REGULATIONS**

### **ELECTRONIC DEVICES**

The use of cellular phones, CD players, iPods, headphones, laser pointers, or other disruptive devices is not allowed during classes or between classes. These devices will be confiscated and turned over only to parents who choose to retrieve them. **Guymon Public Schools is not responsible for lost or stolen personal items.** Students may receive detention for unauthorized device use.

Cellular phones, electronic games, smart watches, air pods and other bluetooth headphones and/or speakers, and personal computers are NOT allowed to be in use during the school day. The school day begins with the 1st bell and ends at the dismissal bell. If a device is seen, it will be confiscated and turned into the office, (phones need to be kept in a backpack and not in clothing pockets). A parent/guardian will be notified and will be required to come pick up the device. Other disciplinary actions may be taken by the administration.

Headphones with a cord are allowed for educational purposes and with the permission of the classroom teacher. If headphones or earbuds are being used by a student without permission, the earbuds will be confiscated and turned into the office. A parent/guardian will be notified and will be required to come pickup the earbuds. Other disciplinary actions may be taken by the administration.

Chromebooks have been approved by the Guymon School Board and will be issued to the students at the beginning of the school year. Administration will follow the guidelines of the Chromebook contract that is signed by the parent and the student as well as the district electronics policy.

### **LOST AND DAMAGED CHROMEBOOKS**

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any test, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

There is no legitimate expectation of privacy in the use of the school district's technology.

## **Appendix A**

This appendix includes the complete School Board Policies that are referenced in this handbook.

## **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all

other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**        **70 O.S. § 24-158**  
                                      **State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma Schools  
Effective July of 2021**

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM  
AND COMPLAINT PROCESS  
COMPLAINT FORM**

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name of Employee)  
violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the  
following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

\_\_\_\_\_  
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**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE:** This form is optional the district is certainly free to require a different document in its place.

**SEARCH OF STUDENTS**

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**REFERENCE: 70 O.S. §24-102**

**STUDENT CONDUCT  
DRESS CODE**

The Guymon Board of Education believes that the majority of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

Students shall be expected to present a clean and groomed appearance in school. Clothing should reflect a concern for modesty and appropriate attire. Students will be fully dressed. Clothing will be worn as the manufacturer designed it to be worn. Jewelry or clothing which is considered profane, vulgar, or lewd will not be permitted.

The superintendent is directed to establish a regulation supporting this policy. The dress code can be found in the Student Handbook.

**REFERENCE: 70 O.S. §6-114 (C)**

## **PARENT PARTICIPATION IN THE SCHOOL DISTRICT**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district.
  - b. open enrollment rights.
  - c. the right to opt out of assignments.
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,

- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

**LEGAL REFERENCES:**     70 O.S. § 10-106  
                                  70 O.S. § 11-103.3

**70 O.S. § 11-103.6  
70 O.S. § 11-105.1  
70 O.S. § 11-106  
70 O.S. § 1210.192  
70 O.S. § 1210.301 through § 1210.308  
70 O.S. § 1210.508E**

***THIS POLICY REQUIRED BY LAW.***

**COMPLIANCE WITH FAMILY EDUCATIONAL  
RIGHTS AND PRIVACY ACT OF 1974  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

**DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

**ANNUAL NOTIFICATION**

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;  
**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
 ACT OF 1974, REGULATION (Cont.)**

- 2. The right to exercise a limited control over other people's access to the student's education record;
- 3. The right to seek to correct the student's education record, in a hearing, if necessary;
- 4. The right to report violations of the FERPA to the Department of Education; and
- 5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records Director	Special Education Office	Special Education
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

**DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

——(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

**USE OF STUDENT EDUCATION RECORDS**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,

- C. Establish the conditions for the receipt of the financial aid, or
- D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

- 4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
- 5. To accrediting organizations to carry out their accrediting functions;
- 6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
- 7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
- 8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- 1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- 2. The information is necessary and needed to meet the emergency;
- 3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
- 4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

- 1. A specification of the records to be released;
- 2. The reasons for the disclosure;
- 3. The person, organization, or the class or organizations to whom the disclosure is to be made;
- 4. The parent's or eligible student's signature; and
- 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

### **COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

#### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**Fourth Level Decision**

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

**GUYMON PUBLIC SCHOOLS**



**GUYMON HIGH SCHOOL**

**2024 - 2025  
STUDENT HANDBOOK**

**Guymon High School**  
2002 North James Street  
Guymon, OK 73942  
Phone: 580-338-4350

Website: [www.guymontigers.com](http://www.guymontigers.com)

Principal - Gary Wallace  
[gary.wallace@guymontigers.com](mailto:gary.wallace@guymontigers.com)

Assistant Principal - Maegan Joy  
[maegan.joy@guymontigers.com](mailto:maegan.joy@guymontigers.com)

Assistant Principal - Jason Pierson  
[jason.pierson@guymontigers.com](mailto:jason.pierson@guymontigers.com)

### **Mission Statement**

**“Educate all students, embrace diversity and empower lifelong learning.”**

#### **Fight Song**

We're loyal to you GHS,  
To the Orange and the Black, GHS  
We'll back you to stand  
Against the best in the land  
For we know you will win, GHS,  
Rah! Rah!  
So Shoot for the goal, GHS  
And fight heart and soul, GHS  
Our team is our famed protector  
On, team, for we expect  
A victory from you, GHS

## **Personnel**

<b>Principal</b>	<b>Gary Wallace</b>
<b>Assistant Principal</b>	<b>Maegan Joy</b>
<b>Assistant Principal</b>	<b>Jason Pierson</b>
<b>Athletic Director</b>	<b>Andy Brown</b>
<b>Counselor</b>	<b>Sherry Stonecipher</b>
<b>Counselor</b>	<b>Sherry Lindley</b>
<b>Counselor</b>	<b>Marie Sladek</b>
<b>Counselor</b>	<b>Tonya Johnson</b>
<b>Library Media Specialist</b>	<b>Jessica Bickford</b>
<b>Registrar</b>	<b>Tina Martinez</b>
<b>Receptionist/Attendance</b>	<b>Heather Valdez</b>
<b>Secretary/Receptionist</b>	<b>Sara Garcia</b>
<b>Activity Fund Clerk</b>	<b>Bev Frank</b>
<b>Counselor's Secretary/Testing Coordinator</b>	<b>Terri Brown</b>
<b>Instructional Coach</b>	<b>Tandy Anderson</b>

**What do you do in the event of...**

<b>Absence from school</b>	<b>Parent/Guardian must contact the office</b>
<b>Absence for a special occasion</b>	<b>Parent/Guardian may contact the office in advance</b>
<b>Illness at school</b>	<b>Go immediately to the office</b>
<b>Need to leave school</b>	<b>Go to the office and check-out with the secretary</b>
<b>Difficulty in class</b>	<b>Talk to the teacher first, then the counselor. If you are still having difficulties, see the principal.</b>
<b>Lost and found property</b>	<b>Report to the teacher or turn it into the office</b>
<b>Theft of property</b>	<b>See the school resource officer or an assistant principal</b>
<b>Withdrawal from school</b>	<b>Go see your counselor</b>
<b>Problems with another student</b>	<b>See your counselor or an assistant principal</b>
<b>Missing the bus</b>	<b>Parent/Guardian must contact the office</b>
<b>Loss of money in the vending machine</b>	<b>Go to the office and tell the secretary</b>
<b>Parking problems</b>	<b>See an assistant principal</b>

### **STUDENT HANDBOOK STATEMENT**

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents/guardians, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The Student Handbook is designed to inform both students and parents/guardians of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which state and federal policies and laws change that may affect the statements and policies listed in this handbook. Student handbooks are reviewed yearly and revised, if necessary, with board approval before the start of the new school year.

In addition to the challenging academic program at the high school, there are many extracurricular learning experiences offered to the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at GHS.

# **DISTRICT INFORMATION**

## **NONDISCRIMINATION POLICY**

***“Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender.”***

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

<p>Title IX Compliance Coordinator Jessica Bickford, Librarian 2002 N. James, Guymon, OK 73942 580-338-4350</p>	<p>Title VI and ADA Compliance Coordinator Julie Edenborough, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340</p>	<p>Section 504 Compliance Coordinator Melissa Watson, Asst. Superintendent 111 NW 11th Street, Guymon, OK 73942 580-338-4340</p>
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## **US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION**

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours.

We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

## **EMPLOYEE-STUDENT COMMUNICATION**

Oklahoma law requires that any digital communication between an employee and a student must include the student’s parent or guardian, unless conducted on a school-approved platform for school-related purposes. The school-approved platforms are School Status, Google classroom, school-issued email, Go Guardian, and See Saw.

## **BULLYING AND HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. **This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct**

**directly affects the good order, efficient management, and welfare of the school district.** Threatening, behavior harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment if the communication is specifically directed at students or school personnel, and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture(s) or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

**Students can fill out a bullying form at any time on the district website or in the high school office.**

The superintendent or designee shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**BULLYING**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**BULLYING (Cont.)**

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

**PROHIBITING BULLYING  
(REGULATION)**

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

**PROHIBITING BULLYING, REGULATION (Cont.)**

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

## 1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

## 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

**PROHIBITING BULLYING, REGULATION (Cont.)**

- A. **Physical Bullying** includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another’s self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another’s group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district’s policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

**PROHIBITING BULLYING, REGULATION (Cont.)**

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

**B. Guymon Public Schools' Safe School Committee**

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

**Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

**Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

**PROHIBITING BULLYING, REGULATION (Cont.)**Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

**PROHIBITING BULLYING, REGULATION (Cont.)**

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

**Publication of Policy**

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.guymontigers.com](http://www.guymontigers.com) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

**HARASSMENT/BULLYING INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_ Notes \_\_ E-mail \_\_ Web sites \_\_ Video/audio tape  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_

## **BUS RIDER RULES**

### **Prior to Leaving (on the road and at school)**

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Bus riders conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the loading zone until the bus has been brought to a complete stop.

### **While on the Bus**

1. Keep hands and head inside the bus upon entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, abusive language, and laughing or unnecessary confusion divert the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would your valuable furniture in your own home. Damage to the seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Do not throw anything out of the bus window.
8. Bus riders are not permitted to leave their seats while the bus is in motion.
9. Foolish behavior is not permitted around or on the school bus.
10. Bus riders are expected to be courteous to fellow pupils and the bus driver.
11. In case of a road emergency, children are to follow directions given by the bus driver.
12. Continuous misbehavior will be reported to the Principal.

### **After Leaving the Bus**

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, and then cross the road.
2. Students that live on the right side of the road should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop, except with proper authorization from the parent/guardian or school official.

### **Extra-Curricular Trips**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the advice of a competent chaperon appointed by the school officials.

## **CIVIL RIGHTS GRIEVANCE PROCEDURES: DEFINITIONS**

1. **Discrimination Complaint:** A written complaint alleging any policy procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, qualified handicap, or veteran status.

4. **Title IX and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as a moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas, covered in the complaint.
6. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## **PRE-FILING PROCEDURE**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with his/her teacher, building principal, or supervisor, and a reasonable effort should be made to resolve the problem or complaint.

## **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

1. **Grievant** submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible; and requested action. Complaint must be submitted within 30 days of alleged violation/complaint.
2. **Title IX/504 Coordinator** notifies respondent within ten days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of a student's or employee's requested action; or (3) outline alternatives.
3. **Respondent** submits an answer within ten days to Title IX/504 Coordinator.
4. **Title IX/504 Coordinator** refers to the written complaint and respondent's answer to the building principal or supervisor within ten days after receiving respondent's answer.
5. **Principal and/or Supervisor, Grievant, Respondent, and Title IX/504 Coordinator** participate in a hearing.
6. **Principal or Supervisor** issues within ten days after the hearing a written decision to the student, employee, respondent, and Title IX/504 Coordinator.
7. **Grievant or Respondent**, if not satisfied with the decision, must notify the Title IX/504 coordinator within ten days and request a hearing with the superintendent.
8. **Title IX/504 Coordinator** schedules within ten days of the request for a hearing with the grievant, respondent, and superintendent.
9. **Superintendent, Grievant, Respondent, and Title IX/504 Coordinator** participates in the hearing.
10. **Superintendent** issues a decision within ten days following the hearing.
11. **Grievant or Respondent** if not satisfied with the decision, must notify the Title IX/504 Coordinator within ten days and request a hearing with the Board of Education.
12. **Title IX/504 Coordinator** notifies the Board of Education within ten days after receiving a request. Title IX/504 Coordinator schedules hearings with the Board. Hearings are to be conducted within 30 days from the date of notification to the Board of Education.
13. **Board of Education or hearing panel established by the Board, Grievant, or Respondent, and Title IX/504 Coordinator** participates in the hearing.
14. **Board of Education** issues a final written decision within ten days after the hearing regarding the validity of the grievance and any action to be taken.

## **GENERAL PROVISIONS**

1. **Extensions of Time:** Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be not more than 180 days.
2. **Access to Regulations:** The Guymon Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age qualified handicap, or veteran upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

## **LOCKERS**

Student lockers are the property of the school and are assigned to the student for the purpose of storage of school supplies and personal property, coats, jackets, etc. Students are to use only the locker assigned to them. Locks are provided for lockers and must be locked at all times. **Under no circumstances should students leave valuables or money in lockers. Guymon Public Schools is not responsible for lost or stolen items.**

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **School officials have the right to conduct a locker search at any time.**

## **LOST AND DAMAGED BOOKS**

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.
- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.
- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

## **LOST AND FOUND**

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the close of the school year.

## **MANDATES**

**Guymon Public Schools ensures compliance with the following mandates:**

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: "No otherwise qualified handicapped individual... shall, solely by the reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- Title VI of the Civil Rights Act of 1964, 45 U.S.C. 200D through 200D-4: "No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1682: "No person in the U.S. shall on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

## **MOMENT OF SILENCE AND PLEDGE**

Each school day, a period of time will be designated where a person from the administrative office leads the student body and faculty in a moment of silence and the Pledge of Allegiance to the United States of America. This designated time will typically occur at the end of 1st period and before 2nd period. The moment of silence and Pledge of Allegiance will be conducted over the school intercom system.

## **PROHIBITION OF RACE AND SEX DISCRIMINATION**

The following concepts may **NOT** be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- one race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Assistant Superintendent, 580-338-4340 or via email at [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com).

(See School Board Policy EGG and EGG-E)

### **SAFE AND SECURE SCHOOLS**

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has three school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

### **SCHOOL INSURANCE**

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. School insurance information is on the district website.

### **SCHOOL PHONES**

The office telephone is a business phone and should be used by students ONLY in cases of emergencies. A phone has been provided for student use in the office. Permission must be granted before use.

### **SEXUAL HARASSMENT STATEMENT**

The policy of this school district forbids discrimination against or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees, including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

### **SEXUAL HARASSMENT**

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented "kidding" teasing, double meanings and jokes.
2. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

### **SPECIFIC PROHIBITIONS**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanction, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (20), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 may constitute a crime under state or federal law.

4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

### **REPORT, INVESTIGATION, AND SANCTIONS**

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance process.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

**SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

- A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
    2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.
  - A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. **Objective Evaluation of Evidence.** All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
  - C. **Conflict of Interest.** Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
  - D. **Presumption.** There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
  - E. **Timeliness.** The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
  - F. **Possible outcomes.** A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
  - G. **Standard of Review.** The school district will utilize a preponderance of the evidence standard to determine responsibility.
  - H. **Privileged Information.** The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
6. **Written Notice.** Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
- A. Notice of the grievance process, including any informal resolution process;
  - B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
  - C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
  - D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
  - E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. **Investigation of the Allegations.** The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. **Hearing.** The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. **Determination of Responsibility.** A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.guymontigers.com](http://www.guymontigers.com). These materials will also be available to the public.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE: Title VII of the Civil Rights Act of 1964 42**

**U.S.C. §2000e-2**

**29 C.F.R. §1604.1, et seq.**

**U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.**

**SEXUAL HARASSMENT INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Alleged Sexual Harassment:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_ Notes \_\_ E-mail \_\_ Web sites \_\_ Video/audio tape  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_

# **STUDENT INFORMATION**

## **ABSENCES**

### **ATTENDANCE**

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences of absenteeism at Guymon High School.

### **EXCUSED ABSENCES**

1. Personal or family illnesses/emergencies (with documentation)
2. Driver's Test or Medical appointment
3. Legal or judicial matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation

Official documentation in the above areas is expected to excuse the absence. A doctor's release or court documents are examples of documentation.

**It is the responsibility of the parent to notify the school by 10:00 a.m. if their child is to be absent for one of the above reasons.** The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for absences. They will have the number of absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

### **UNEXCUSED ABSENCES**

Unexcused absences are a result of any of the following:

1. Personal or family illnesses/emergencies (without documentation)
2. Leaving school without checking out through the office
3. Being absent from school without prior permission from a parent/guardian or school official
4. Being absent from class without permission
5. Obtaining a pass from class to a designated place and not reporting there
6. Being tardy (unexcused) to class past 10 minutes

**Consequences for unexcused absences include before or after school detention, restricted privileges, or suspension.**

### **ABSENCES FOR SCHOOL ACTIVITIES**

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity. **The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year.**

Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.

### **TARDINESS**

Guymon High School values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Punctuality is considered to be an integral part of the student's course of study, and tardiness tends to disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and between students and teachers. **A TARDY is defined as not being in the classroom when the tardy bell rings and BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.**

1. Three (3) unexcused tardies to any class will result in the student being charged with an unexcused absence. All unexcused tardies accumulate for each semester in each class. Students with excessive tardiness risk discipline measures such as before or after school detention, ISD, or Saturday School.

### **TRUANCY**

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian. The student will be subject to further disciplinary action or a possible truancy ticket.

### **ACT SELECTION**

Our district selection for the College and Career Readiness Assessment to be administered to all grade 11 students during the Oklahoma School Testing Program/College-and-Career Readiness Assessment testing window is the ACT. More information can be found on our district website.

### **ADVANCED PLACEMENT/HONORS CLASSES**

These classes will be on a five-point grading scale. An end-of-instruction test will be given for college credit in AP classes where applicable.

### **CLOSED CAMPUS-CHECKING IN/OUT**

As students arrive on campus, they will be required to remain on campus until dismissed at the end of the school day. Students leaving school before regular dismissal time must check out through the office. Any student leaving campus during the school day must have parent/guardian permission. Any absences without permission are considered unexcused. Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action. Students who leave and return to school the same day must report and sign in at the office upon their return. Any outside lunches brought to school must be delivered to the main office located on the east side of the high school. Students are not allowed to bring any outside beverages, excluding bottled drinks, into the school building during school hours.

### **COLLEGE DAY VISITATION**

**Seniors** wishing to visit a junior college, vocational school, college, or university will be allowed two (2) days during the school year. **Juniors** will be allowed one (1) day. However, the following guidelines must be followed.

1. Pre-absence slips must be signed by all teachers, the counselor, and a parent/guardian, and must be turned in to the office at least three days prior to taking a college day.
2. Information sheets about institutions to be visited and signed by the Director of Admissions or Dean must be turned in to the office upon the student's return.

### **CONCURRENT ENROLLMENT/DUAL CREDIT**

High school seniors and juniors may enroll in college or university credit courses while attending high school if conditions are met. Information may be obtained in the office of the high school principal or counselor. Students must have an ACT test score to be eligible. All concurrent students are required to work on their concurrent courses during concurrent course time, even if at high school. These students will maintain their schedules between concurrent and on-campus courses and can come and go from campus without checking in and out and without a principal's prior consent. Concurrent students are expected to be on time and act appropriately for all courses.

### **CRIME STOPPERS**

Guymon Public Schools has a crime stoppers fund to pay rewards for students to give information that will lead to solving or preventing illegal behavior. To report a crime, call 580-651-4651 or report to a principal. All reports will remain confidential and students will be paid after receiving a password.

### **DELIVERIES OF FOOD, FLOWERS, BALLOONS, OR GIFTS**

Flowers, balloons, or gifts will be kept in the front office until the end of the day from any individual or florist for delivery to students attending Guymon High School. All food deliveries, whether from a parent/guardian, sibling, friend, or business (ex. Mc Donald's, Pizza Hut, etc. ) must be dropped off at the office and only during the student's designated lunch period. Exceptions may be made for special meetings by the principal.

### **DRINKS REGULATION**

**NO** food or drink, with the exception of bottled drinks, is permitted in the academic area by students unless approved by the administration. **NO** drinks except water are to be brought into the high school from outside sources during school hours.

### **DRIVER'S EDUCATION**

Students enrolled in Driver's Education during the school year must have passed all core classes the preceding school semester and be 15 years old while enrolled in the class. Students of the correct age and those that have passed the eighth-grade reading test will be given first priority to enroll in the class. Driver's Education may be offered in the summer. There will be an enrollment fee to be determined each year for summer Driver's Education. There are no credit requirements for summer Driver's Education.

## ELIGIBILITY

Activities included in the athletic eligibility rules are Band, Choir, Cheerleaders, Academic Team, Speech/Debate Team, Student Council, all Athletic Teams, BPA, FFA, FCCLA, Alma Folklorica, Dance Team, eSports, and any other school-sanctioned group or event.

### Section I – Semester Grades

1. A student must have earned five credits counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standard of five credits, he/she will not be eligible to participate during the first six weeks of the next semester they attend. Credit may be made up in summer school.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

### Section II – Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of the semester and each week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period.
3. All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.
4. All participating students in any activity or athletic event must be in compliance with the OSSAA attendance policy and may miss no more than 10 days per semester.

## GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below
I	Incomplete
NC	No Credit

## GIFTED/TALENTED

Guymon High School offers a gifted/talented program. To inquire about the program guidelines and policy, please call a counselor.

## GRADE CLASSIFICATION

Freshman (9<sup>th</sup> grade): 1st-year high school students

Sophomores (10<sup>th</sup> grade): 2nd-year high school students or 4 credits

Juniors (11<sup>th</sup> grade): 3rd-year high school students or 11 credits

Seniors (12<sup>th</sup> grade) or 18 credits

### **HALL PASSES**

Students are not permitted in the halls during the class period without a school planner from an authorized staff member. Any student who is found outside of class without a school planner may be subject to disciplinary action. Students who arrive at school before their scheduled class should wait in the cafeteria until that class begins.

### **HOMECOMING COURT**

The homecoming court is selected by nomination from athletes of all sanctioned sports at Guymon High School. Nominees are selected from the entire senior class. If a senior is ineligible or suspended, that senior cannot be a part of the homecoming court. The homecoming king and queen are selected from the nominees by the entire student body. Only students who are eligible may vote.

### **HONOR ROLL**

#### **SUPERINTENDENT'S HONOR ROLL**

Students who make straight "A's" for each grading period of the school year will be listed on the Superintendent's Honor Roll.

#### **PRINCIPAL'S HONOR ROLL**

Students who make "A's and B's" for each grading period of the school year will be listed on the Principal's Honor Roll.

### **INTERNSHIP PROGRAM**

Internship programs are for juniors and seniors. Students participating in the program must abide by all guidelines for graduation and eligibility (see senior counselor). Students must turn in documents to the counselor and may leave the campus during the Internship program without a principal's prior consent.

### **NATIONAL HONOR SOCIETY**

To be eligible for membership in the National Honor Society (NHS), a student must meet the following qualifications:

1. A member must have and maintain a 3.5 weighted average in all class work including electives.
2. A member should be participating in at least two school clubs and organizations.
3. A member must exhibit the personal qualities of citizenship, service, leadership, and character.
4. A member must not, at school or away from school, do anything that will reflect unfavorably on NHS or the school.
5. A member must complete a designated number of hours of community service to be decided at the first meeting of the school year.

**Students will be notified of their eligibility to apply for membership. Selection will be made by a faculty committee.**

### **OKLAHOMA HONOR SOCIETY**

Students who are in the top 10% of their class scholastically will be chosen for this honor.

## ORGANIZATIONS/CLUBS

Student Council Speech/Debate Band Drumline/Colorguard Show Choir Choir National Honor Society Academic Team BPA Video Production FCA Art Club Alma Folklorica HALO Upward Bound Robotics FFA FCCLA Yearbook Dance Cheer eSports	Dr Wheatley/Coble Jimmy Acevedo Brandon Brady Brandon Brady/Annabelle Fernandez Theresa Royse Theresa Royse Joe Cox Dr. Wheatley Summer Behne TBA Sara Garcia Alison Clemans Maritza Barrios Maribel Avalos Sonya Hernandez TBA Stacia Huxman/Levi Johnson Robbi Smith TBA Jessica Downing Mandy Coble Brad Bellatti/Mathew Sparks
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Any student group desiring to charter an approved school club or organization must follow certain rules and procedures established by the school. Only those clubs which grow out of approved school activities and which elevate the educational purpose will be recognized and approved. Clubs and organizations of Guymon High School must submit their constitution and by-laws, including election/selection process and discipline procedures, to the principal for approval. There will be NO scheduled activities of any GHS organizations on Sundays or after 6:00 p.m. on Wednesdays.

### PERFECT ATTENDANCE

Students who do not miss any days in the school year will receive a certificate. Cumulative records are kept and certificates will be given to those with perfect attendance of more than one year also. Absences are not recorded for school-sanctioned activities.

### PROFICIENCY-BASED PROMOTION

It is the policy of the Guymon Public School, District 1008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunity for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District 1008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

### **SATURDAY SCHOOL**

Guymon High School will provide supervised detention from 8:00-12:00 as needed at various times throughout the school year. Students will be required to arrive before 8:00 and will be required to remain on task for the entire time.

### **SCHEDULE CHANGES**

Course change requests must be made the week before school begins and no later than two weeks after school begins each semester unless otherwise approved by the administration. Changes are handled through the counselor's office.

### **SEMESTER EXAMS**

Comprehensive semester exams will be given for each class and will count as 10% of a student's final grade in each class enrolled. Guymon High School does have an exemption policy for semester exams in each class.

*Exemptions and grades are as follows:* 5 absences & A grade in class, 3 absences & B grade in class, 1 absences & C grade in the class.

### **STUDENT OFFICERS**

1. A student may not hold more than three offices at a time or be president of STUCO and be president of another organization.
2. A student has the option of resigning a position in order to accept another.
3. Class officers must maintain a 2.5 GPA.

### **SUMMER SCHOOL**

Summer school sessions are conducted according to the demand for classes. There is a cost for summer school enrollment and enrollment is on a first-come, first-serve basis.

### **TRANSFERS**

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in their school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for the denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. (For the complete policy please see the district website, [www.guymontigers.com](http://www.guymontigers.com))

### **WITHDRAWAL**

The procedure for withdrawal (or transferring) is as follows:

1. Requests for withdrawal must be made by telephone or in-person by parent/guardian or guardian.
2. The withdrawal notice should be given to the guidance office at least two days before the student is to leave.
3. Appropriate forms should be obtained from the office.
4. Forms should be filled out by teachers.
5. All school books, Chromebooks and accessories, and other property must be returned, and all fees must be paid.
6. Completed forms must be taken to the office of the principal for final clearance.

### **WORK PROGRAM**

Work program is for seniors only and students must abide by all guidelines for graduation and eligibility (see senior counselor). Students must turn in work documents to the senior counselor and must leave campus while on the work program. They can do so without a principal's prior consent.

## **GRADUATION REQUIREMENTS**

The Guymon Public Schools Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work-ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option.

## **GRADUATION REQUIREMENTS: COLLEGE AND CAREER READY**

**4-English credits**

**3-Math credits taken in high school with rigor equal to or above Algebra I.**

**3-Science credits: 1 must be a biological science, 1 must be a physical science, and the last one may come from either biological or physical science areas.**

**3 -Social Studies credits: ½ OK History, 1 US History, ½ US Government, and 1 other.**

**2-Units of the same world or non-English language or 2 units of computer technology**

**1-Additional unit from any of the above categories: English, Science, Social Studies, Math, Foreign Language, or Computers.**

**1-Fine Art.**

**6-Electives, a ½ -Student Success taken in the 9th-grade year only. (*This requirement is waived for students in 10<sup>th</sup> -12<sup>th</sup> grades.*)**

**A total of 23 credits are needed to graduate: the above mandatory courses and seven other courses plus the proof of competency in Financial Literacy. Non-college-bound students should consult with their counselor. All classes count for credit and will be included in the final GPA, except for work programs and office aides. By May 2nd of the current year, all students must be enrolled in all classes to meet graduation requirements in order to participate in the graduation ceremonies. The student may walk with his/her class with no more than one credit deficiency as long as he/she is enrolled by May 2nd of the current year to complete that deficiency.**

**In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the *Passport to Financial Literacy Act*. The Financial Literacy course takes the place of a half-credit elective and is required.**

**Credit may be given for the above-referenced classes when the courses are taken in the eighth grade if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.**

**Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Standards may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.**

**No student will be allowed to receive credit more than once for completion of the same unit or set of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.**

**The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes. Students are eligible for receiving a diploma upon completion of graduation requirements, state testing, and completion of necessary credits.**

**Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exceptions from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.**

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210-35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation counts toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. **Students must complete the Individual Career and Academic Planning (ICAP).**

Beginning with students entering the ninth grade in the 2021-2022 school year, each student is required to pass the U.S. Naturalization test in order to graduate to begin testing in the 2022-2023 school year. Students will have the opportunity to remediate and retake the test each year. **This test does not apply to the Naturalization process.**

All students are strongly encouraged to complete two units or sets of competencies in foreign language classes and two units of competencies in physical education and health as part of the core curriculum.

### **GRADUATION REQUIRED DRESS**

**Required Dress:** Each graduate will wear their cap and gown during the Commencement Ceremony.

Students will not be required to conform to a specific type of attire based on gender or religion and may choose to follow the expected graduation attire:

- Dress attire (Dress shirts, slacks and dress shoes, or dresses, and dress shoes) should be worn under graduation gowns.
- Stoles may be worn by NHS members, Valedictorians and military enlistees.
- Cords may be worn by Guymon school organizations.
- Graduate hairstyles should permit the mortarboard (cap) to fit correctly.
- No flip-flops, sneakers, slides, or sunglasses should be worn during the ceremony.
- No chewing gum or eating food or candy during the ceremony.
- Please refrain from bringing a purse or handbag to your ceremony seat.

According to the Oklahoma Religious Freedom Act (ORFA), all graduates will be permitted to wear attire according to personal religious practice, tradition, or significance to a faith group.

## **VALEDICTORIAN SELECTION**

Students with 4.30 grade point averages, and no NC's due to attendance deficiencies on HS transcript, will be co-valedictorian with no salutatorian. Selection will be based on the GPA of the seventh-semester transcripts. If there are more than four valedictorians, only the valedictorians with the highest GPA will be allowed to speak at graduation (maximum of 4). If no student has a 4.30 GPA, there will be only one valedictorian who has the highest weighted GPA.

# **STUDENT EXPECTATIONS AND CONSEQUENCES**

## **CONDUCT**

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school-age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers, and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken. Any garment, accessory, possession of inappropriate materials, or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct. When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

## **BOMB THREATS**

Students making a bomb threat, whether it is written, by use of electronic devices, or verbal, will immediately be long-term suspended from school and prosecuted to the fullest extent of the law.

## **DRUG/ALCOHOL POLICY**

No student shall possess, use, or distribute any illegal substance including drugs, and alcohol on school premises, at school functions, on school trips or activities, or while in use of school transportation. No student shall come to school or any school function under the influence of any illegal substance. Violation will result in the following:

1. Confiscation of substance
2. Notification of police and/or other appropriate authorities
3. Notification of parent/guardian
4. Automatic suspension

The student, upon the first offense, will be suspended from school for a minimum of 20 school days and receive a ticket from the school resource officer. During that period the student must enter a counseling or treatment program. The student will not be permitted to return to school until the school receives confirmation from the administrator of the program that the student has entered. If the school official in charge cannot contact the parent/guardian or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student body, e.g. calling the physician listed by the parent/guardians or the emergency room of the local hospital. In all such cases, law enforcement officials will be advised (federal, state, and local).

## **FIGHTING**

Fighting will result in a minimum of five (5) days out of school suspension and may result in a complaint of disorderly conduct and/or assault charge filed by the school district with the local police.

### **GANG ACTIVITY**

Gang activity will not be tolerated. Students who are assimilated with gangs, whether in appearance or actions may be suspended for up to one school year.

### **INAPPROPRIATE LANGUAGE**

It is expected that all language used at school is polite and appropriate. Profanity, obscenity, and vulgarity have no place at school, during a school-sponsored activity, or on the school bus. Offensive wording, pictures on t-shirts, or other clothing are considered inappropriate use of language. A student using foul language may be disciplined with any of the following: Detention, ISD, and/or Suspension. An offense against a staff member **WILL** result in harsher consequences.

### **STUDENT PICK-UP**

Students need to be picked up after school in the north or south parking lot. East circle drive is to be used for Guymon handicap bus pick-up only. Parents/guardians should not use the front circle drive to pick up students. Buses will pick up students on North James St. at the Northeast corner of campus.

### **STUDENT RESIDENCY**

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, [www.guymontigers.com](http://www.guymontigers.com))

### **STUDENT SEARCH**

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules, as a student may be searched. Searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. School personnel may utilize trained contraband dogs on school premises. All bags, cars, cell phones, or other personal items may be searched at any time on school property or during school activities, either at home or away. In contrast, a student has a reasonable expectation of privacy in his or her own person as well as in the student's clothing, purse, backpack, vehicle, and cell phone. When a student has a reasonable expectation of privacy, school officials may only carry out a search in compliance with the law. The school representative conducting the search may preserve any weapons, illegal substances, missing or stolen property or other contraband found and contraband may be turned over to law enforcement as the law requires.

(See School Board Policy FNF)

### **STUDENT VEHICLES**

All students must register with the school resource officer all vehicles (including motorcycles) that may be used during the school year. To receive a parking permit, the student must provide proof of insurance, proof of driver's license (a learner's permit is not a driver's license), and must display the parking permit on the mirror of the vehicle. The first parking permit will be given to a student free of charge. Any additional permits will be \$3.00. **All students are to park in the north and south parking lots. Students may not park in the street surrounding the high school.**

1. Students will enter school immediately upon arrival and exit immediately after school via appropriate exits. No sitting in parked cars before school or at any time of the school day is allowed. This includes the lunch period. Students must receive permission from the administration to go to their car during the school day.
2. No vehicle shall be moved from the parking lot during or between classes without the permission of the administration. Speed limits, driving rules, and parking rules are to be obeyed at all times. Seat belts must be worn on school property. The speed limit is 5 mph in the parking lot and on all school grounds. Exit signs must be followed.
3. Any student found to be in violation of school parking lot rules, speed limit rules, no left turn rule, or driving in a reckless manner, will have his or her driving and school parking privileges suspended for 20 school days for the first offense and for the remainder of the semester for the second offense.

### **THEFT**

Theft on school property may result in up to one year of suspension. Acts of stealing will be reported to the local police.

### **THREATS**

Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent/guardian's expense, before the student may return to school.

### **TOBACCO**

The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. E-cigarettes and similar products will be confiscated and tested for illegal drugs. Students found to be in possession of or using any tobacco product will be placed in ISD or suspended. The use of e-cigarettes, nicotine gum, or other similar products will be considered the same as tobacco products.

### **TRESPASSING**

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. **TRESPASSERS WILL BE ARRESTED.**

### **VANDALISM**

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

### **WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

- 1) Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full

calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as

- (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - (2) the frame or receiver of any such weapon
  - (3) any firearm muffler or firearm silencer or
  - (4) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
- 2) Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or, while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.” Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent or designee. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP team and continue to receive special education and related services. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or designee. Disciplinary action will be determined on a case-by-case basis.

### **SCHOOL SPONSORED DANCES**

These rules are made by the student council and the administration for the protection of school facilities and other students. The student council sponsors and co-sponsors dances for the enjoyment of the GHS student body.

1. All presently enrolled students at GHS are eligible to attend unless they have been suspended from school or other disciplinary actions prohibit them from attending.
2. All out-of-school guests must be signed up in the office during the week of the dance with a completed permission form.
  - a. No exceptions will be added after the deadline.
  - b. Each student must sign his/her name and the guest's name.
  - c. No guest enrolled in a junior high, grade school, or is a school drop-out will be permitted to attend.
  - d. No guest who is over 20, except spouses, will be permitted to attend.
  - e. A GHS student who brings a guest will be responsible for the guest's behavior.

3. No refunds will be given.
4. After gaining admittance to the dance, if a student must leave the designated area, a sponsor must accompany the student or the student will not be allowed to re-enter the dance.

### **SCHOOL TRIPS**

School-sponsored trips will be made during the year for numerous activities in which students of Guymon High School participate. These trips may necessitate absences from academic classes. Parent/guardians and students are requested to study the following regulations concerning school-sponsored trips.

1. All school rules and regulations apply for all school-sponsored trips.
2. All students must get assignments from teachers before the absence.
3. All students must go and return in school-approved transportation with the presence of an adult required. Exceptions will be dealt with individually.
4. Students making a school-sponsored trip shall be under the supervision of a sponsor and shall conduct themselves appropriately. The school shall have jurisdiction over all students in the vicinity of a school-sponsored group or activity.
5. Students violating any of the aforementioned regulations may forfeit the privilege of making trips for the remainder of the school year. The school may administer additional punishment when and if it becomes necessary.
6. A student must be passing all classes to be eligible for any activity that requires him to be absent from a class.
7. Parent/guardian permission and authorization to treat minor forms must be provided for all trips.

### **SCHOOL VISITORS**

All visitors to the school must sign in at the principal's office and obtain a visitor's pass. Entry to Guymon High School for visitors will be from the East entrance only. Students who allow ANYONE into an entrance other than the EAST side of the school will be disciplined accordingly, including ISD or suspension.

### **PDA - PUBLIC DISPLAY OF AFFECTION**

PDA or public display of affection is defined as something such as a kiss or loving touch such as a hug that is given in public or any act of intimacy between a couple that is in view of others. PDA is not allowed during school.

### **STUDENT DRESS CODE**

The basic design for school dress is one that emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon High School. Grooming and dressing at Guymon High School must not constitute a distraction or interfere with the educational opportunities of students. *Exceptions will be made to its dress code to ensure that students with disabilities can participate.* (See School Board Policy FNCA.)

### **ATTIRE EXPECTATIONS**

1. Above the chest to below the pelvic region (upper and lower torso) including the buttocks, should be covered at all times.
2. Shorts, dresses, tunics, tops worn with leggings, and skirts should be a length that sufficiently covers all private parts and within finger-tip length, with no holes or slits above finger-tips.
3. Any school-issued uniform may be worn during the school day if assigned.

## **PROHIBITED DURING SCHOOL HOURS**

1. Headgear such as hats, bandanas, sunglasses, hoods, and stocking caps
2. Bare feet, house shoes/slippers
3. Bike or animal chains, collars, or spikes
4. Apparel that is too tight, too loose, too sheer, too short, or too revealing, including but not limited to: crop tops, mini-skirts, short shorts, skirts with high slits, exposed or visible underwear, outer garments that look like underwear, muscle shirts, mesh/sheer shirts without a T-shirt underneath, and low-cut clothes, including attire that exposes the chest or breasts.
5. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.
6. Blankets

Where a religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. **Any variation to the above dress code will be subject to the approval of the principal.**

## **DISCIPLINE**

The administration, faculty, and staff at Guymon High School are committed to protecting the right of all students to education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. **Disciplinary measures include detention, alternative in-school placement (ISD), restricted privileges, shadowing, conferences, behavior, and attendance contracts, out-of-school suspension, or other reasonable measures commensurate with the offense imposed by teachers, administrators, or other school district personnel.** Charges can be filed with the Guymon Police Department for disorderly conduct, fighting, or any disruption that severely affects the educational process.

The teacher or administrator shall have the same right as a parent/guardian or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district. Suspension is used as a form of discipline utilized when the infraction by the student is considered serious or is a repeated infraction of school rules. The maximum time of suspension, according to Oklahoma School Law, is the current school semester and the succeeding semester. All students suspended will be provided with an Education Plan. The Principal, who is responsible for the governance of all aspects of the day-to-day operation of the school, will be the final authority on administering student discipline within the school.

## **DETENTION**

Detention may be assigned by teachers and administrators and is held before school and during lunch. In addition, a teacher may assign detention to be served with the teacher at a time of his / her choosing (before/after school or lunch). Each student must have school assignments to work on during detention. **STUDENTS WHO DO NOT FOLLOW THE RULES OF DETENTION MAY BE REMOVED FROM THE SESSION AND WILL NOT RECEIVE CREDIT FOR THE SESSION AND/OR RESULTING IN FURTHER DISCIPLINARY CONSEQUENCES.**

## **IN-SCHOOL DETENTION (ISD)**

The purpose of ISD is to provide an environment in which a student's defiant behavior may be modified. The objectives of ISD are to reduce the number of out-of-school suspensions and alter attitudes and habits that are detrimental to the student's educational progress. ISD is designed as an alternative to short-term out-of-school suspensions and does not rule out the possibility of long-term out-of-school suspension if the situation warrants it. ISD students will be restricted in their association with other students and regular activities and schedules of the school. **Students who are in ISD will not be allowed to participate in or attend any extra-curricular activities or contests but will be allowed to participate in practice.** Schoolwork completed during ISD will be graded at full value.

### **ISD CLASSROOM RULES:**

1. Students who arrive at ISD tardy will be given an additional day. Excused absences or tardies are at the discretion of the ISD teacher as to whether additional days are given.
2. Do not talk while in your assigned seat. Raise your hand for assistance. If the ISD teacher is busy with another student, patiently wait for your turn.
3. Do not sleep or sit idly. If you do not have work to keep you busy, the ISD teacher will provide you with something to do.
4. Do not write on desks, books, or any other materials in the ISD room. Persons caught vandalizing ISD property will be assigned additional days and/ or given cleanup duties.
5. Personal electronic items are not allowed in ISD. Such items are subject to confiscation if seen or in use.
6. Do not disturb classrooms or other students while passing through the hallways.
7. Be courteous and considerate of others while in ISD.
8. All assignments sent by teachers must be completed to the best of the student's ability before the student will be allowed to return to regular classes.
9. It is the student's responsibility to bring all necessary books, supplies, and materials needed to accomplish all assignments.
10. Students will go to the restroom only on the assigned breaks. Students will be accompanied by their teacher.
11. Students assigned to ISD will NOT be allowed to attend assemblies or special programs during the school day.
12. Vending machines are off-limits to students in ISD.
13. No food or drink is allowed in ISD.
14. A student who must be removed from ISD due to noncompliance with rules, will receive an out-of-school suspension and will be required to complete the ISD time upon return from suspension.
15. A student who is checked out of school serving ISD will not receive credit and will make up ISD immediately on returning to school for the full day.

## **OUT-OF-SCHOOL SUSPENSION**

This is a suspension whereby a student is excluded from attending school, activities, or being on school grounds for a designated period of time. Students who are suspended out-of-school have the right to appeal the decision of the administration directly to the superintendent. An education plan will be provided for students suspended. **Written notice of a request for an appeal hearing with the Board of Education shall be received by the district superintendent or designee within three (3) business days of receipt of the suspension notice.** (O.S.S. 70-488)

## **RESTRICTED PRIVILEGES**

Restricted privileges are the denial of such privileges including, but not limited to, student activities, extracurricular events, or bus suspensions.

(See next 2 pages for specific Discipline Referral Levels)

	<p align="center"><b><u>Level 1 Referral</u></b>  <b>Minimum 1 hour detention</b></p>	<p align="center"><b><u>Level 2 Referral</u></b>  <b>Minimum 1 day ISD</b></p>
	<ul style="list-style-type: none"> <li>8th tardy total</li> <li>-Dress code violation</li> <li>-Food/drink violation</li> <li>-Hall violation</li> <li>-Not bringing materials to class</li> <li>-Parking/Driving violation</li> <li>-Unexcused absence (by class) 2 detentions</li> <li>-Inappropriate display of affection (1st offense)</li> <li>-Class disruption</li> <li>-Forging passes</li> <li>-In an unauthorized area</li> <li>-Insubordination</li> <li>-Refusing a reasonable request (Ex-Phone, hat, or hoodie)</li> <li>-Leaving class w/o permission</li> <li>-Lying</li> <li>-Profanity/vulgarity</li> <li>-Unauthorized call-in (absence)</li> <li>-Dress code violation (2nd offense)</li> <li>-Inappropriate display of affection (2nd offense)</li> <li>-Possession of unauthorized medication</li> </ul>	<ul style="list-style-type: none"> <li>-Academic misconduct</li> <li>-Assembly conduct violation</li> <li>-Conflict with student-verbal</li> <li>-Throwing food/food fights</li> <li>-Leaving building w/o permission</li> <li>-Misuse of school facilities</li> <li>-Theft - minor</li> <li>-Vandalism - minor</li> <li>-Dress code violation (3rd offense)</li> <li>-Inappropriate display of affection (3rd offense)</li> <li>-Misuse of Electronic Device</li> <li>-Phone picked-up (3rd Offense)</li> <li>-Refusing a reasonable request (2nd offense)</li> </ul> <p align="center">-----</p> <p align="center"><b>Minimum 2 day ISD</b></p> <ul style="list-style-type: none"> <li>-Unexcused absence -full day</li> <li>-Tobacco possession/use</li> <li>-Electronic smoking device</li> <li>-Intimidation, harassment, threats, verbal abuse - minor</li> <li>-Disrespect to faculty/staff (including custodians and cafeteria staff)</li> <li>-Videoing and sharing video on phone</li> <li>-Misuse of classroom materials - extreme</li> <li>-Rough-housing/Horse-play (extreme disruption)</li> </ul>

**Level 3 Referral**  
**1-10 Day**  
**Suspension-Severity**

- Tobacco (2nd offense)  
possession/use (minimum 3 days)
- Electronic smoking device (2nd offense)  
(minimum 3 days)
- Dangerous materials
- Possession of any knife
- Disrespect to staff (profanity)
- Possession of stolen property
- False 911 call/fire alarm pull
- Fighting (minimum 5 days)
- Gang behavior/dress
- Intimidation, harassment, threats,  
verbal abuse of staff/students -major
- Inappropriate sexual conduct
- Theft - major
- Vandalism- school, staff or student  
property - major
- Violation of the Student Medication Policy
- Failure to serve ISD/non-compliance
- Opening outside doors and allowing people  
into the building without staff permission.
- Videoing and sharing video on phone - major
- Drug paraphernalia (1st offense)

**Level 4 Referral**  
**Long-Term**  
**Suspension or Expulsion**  
**\*Hearing Requested**

- Physical aggression toward staff/student
- Physical contact with staff (violent)
- Fighting (2nd offense)
- Bomb threat
- Explosives-possession/use
- Drugs/Alcohol -possession  
use/distribution/under the influence
- Drug paraphernalia (2nd offense)
- Inappropriate sexual conduct (2nd offense)
- Threat of life to student/staff

# **PARENT INFORMATION**

## **PARENT RIGHTS**

**Specific parent rights and responsibilities provided under the laws of this State include the following:**

- a. the right to opt-out of a sex education curriculum if one is provided by the school district.**
- b. open enrollment rights.**
- c. the right to opt-out of assignments.**
- d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,**
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,**
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,**
- g. the right to opt-out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,**
- h. the right to review test results,**
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,**
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,**
- k. the right to receive a school report card,**
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,**
- m. the right to public review of courses of study and textbooks,**
- n. the right to be excused from school attendance for religious purposes,**
- o. policies related to parental involvement pursuant to this section,**
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and**
- q. the right to opt-out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.**  
**Hatch Amendment,**
- r. parents may opt out of ANY survey for their student. Parents can review survey questions prior to signing the opt-out form.**  
**(See School Board Policy EHBDBA)**

**(For the complete policy please see the district website, [www.guvmontigers.com](http://www.guvmontigers.com))**

## **PARENT/GUARDIAN INVOLVEMENT**

**Guymon Public Schools encourage and support parents/guardians as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parent/guardian involvement as an essential element to promote student success. Student academic achievement requires parents/guardians to be knowledgeable of curriculum standards, progress monitoring, and district policies and procedures.**

**District parent/guardian involvement will be supported and encouraged through the following district expectations:**

1. respecting parents/guardians as partners in the education of their children;
2. valuing diversity and the need for equity in each school;
3. promoting parent/guardian involvement in district leadership and decision-making;
4. fostering a welcoming and responsive environment for parent/guardians;
5. ensuring accountability of the staff at all levels throughout the district is working with parents/guardians as partners;
6. valuing the need for partnerships within the public and private entities in the Guymon community;
7. ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures, and
8. establishing and promoting communication as a source of trust and understanding between the district and parents/guardians.

**Parent/guardian involvement will be supported and encouraged through the following parent/guardian expectations;**

1. taking the initiative to seek the best educational opportunities for their children;
2. understanding and respecting the mission and values of the school;
3. respecting teachers and supporting school staff as partners in the education of their children;
4. demonstrating respect for the school as a whole, including the faculty and staff;
5. developing jointly with the teacher, a school-parent/guardian compact for their child that outlines how the parent/guardians, the school, and the student will share the responsibility for improved academic achievement;
6. identifying and addressing barriers to parent/guardian involvement;
7. understanding school procedures and opportunities to contribute or receive support;
8. participating in the development of the school parent/guardian involvement plan and the review and evaluation of the plan;
9. valuing diversity and the need for equity in each child's learning;
10. participating in decision making;
11. volunteering in their children's schools; and
12. supporting and engaging in developing partnerships within the Guymon Public School community.

## **STUDENT HEALTH**

### **IMMUNIZATION LAW**

To be enrolled in public schools in Oklahoma, students must provide the school with a current immunization record or a "Certificate of Exemption." To meet the requirements of the law, students entering grades seven (7) through twelve (12) must have the following immunizations (or a "Certificate of Exemption"): five (5) doses of the DtaP vaccine, four (4) doses of the Polio vaccine, three (3) doses of the Hep B vaccine, two (2) doses of the Hep A vaccine, two (2) doses of the MMR vaccine, one (1) dose of the Varicella vaccine, and one (1) dose of the Tdap booster vaccine. Please refer to the Oklahoma State Department of Health's website regarding immunizations required for school or contact the school nurse for questions.

### **A.I.D.S PREVENTION EDUCATION**

An A.I.D.S. Prevention Education Program is offered to students in the Guymon School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. Prevention Program shall be approved for accuracy by the State Department of Health. The school nurse will present the curriculum and materials that will be used. The meeting will be held during evening hours. No student shall be required to participate

in A.I.D.S. Prevention Education if a parent/guardian objects in writing. A student permission letter will be sent home to notify a parent/guardian.

### **MEDICATION POLICY**

Guymon Public Schools recommends giving medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. A student who needs to take medication at school must have a current year Medication Request and Release Form filled out properly and signed by the physician and/or parent/guardian before the medication can be brought to and kept at school.
2. All medication must be brought to the office by the parent/guardian. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with appropriate release from the physician and parent/guardian.
3. The parent/guardian will promptly notify the school of any changes in the administration of prescription medication by providing the school with a new Medication Request and Release Form signed by the physician. Written or verbal changes from parent/guardian CAN NOT be accepted.
4. Over-the-counter medications must be in an original container. The dosage and frequency to be given must be consistent with label instructions. A parent/guardian must also specify when and why the medication is to be given. The school cannot accept expired medications. **All over-the-counter orders must be in writing with the parent's/guardian's signature.** Phone orders will NOT be accepted.
5. Prescription medication must be brought to the school in original containers with all instructions and pharmacy labels clearly visible. Prescription medication labels must include the following: student's name, name and strength of the medication, dosage and directions for administration, name of physician, date, and pharmacy name. The pharmacy will dispense an additional prescription label and bottle for school use if requested by the parent/guardian. If the medication is not properly labeled OR does not match the Medication Request and Release Form, it will not be given. Medication will not be accepted in bags or envelopes.
6. Medications, Medication Requests, and Release Forms must be kept in the office.
7. All medication must be picked up by the last day of school by a parent/guardian. If not, they will be destroyed. The school will not send medications home with students.

Self-administration of inhaled asthma medication by a student for the treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written physician and parent/guardian authorization. The parent/guardian of the student must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis. The physician must also verify that the student has been instructed in the proper method of self-administering medication and is also capable of self-administration of medication.

#### **Additionally:**

1. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent/guardian of the student, in writing, and the parent/guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year upon fulfillment of the above requirements.

4. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

## **DEVICE AND INTERNET REGULATIONS**

### **CELL PHONES/ELECTRONIC DEVICES**

It is the policy of the Board of Education that a student may possess and use a cell phone while on District property at appropriate and allowable times and only in designated areas or while in transit under the authority of the school. Guymon Public School promotes an environment for instructional learning that is safe and secure. Therefore, in order to foster digital citizenship, students are urged to practice mature and responsible cell phone usage. The District has established rules for the use of wireless communication devices during the school day.

#### **Possession and use of a cell phone must fall within these guidelines:**

- Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. Designated areas may vary from school to school within the district.
- Cell phone cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or administrator. While it is the desire of the Board of Education to provide opportunities regarding cell phone use, failure to adhere to established guidelines may result in consequences similar to the consequences for other disruptions to the educational process including the confiscation of cell phones. Students who choose to bring cellphones to school do so at their own risk. The school district assumes no liability for lost or stolen cell phones.

#### **Expectations for appropriate cell phone and electronic device use:**

- Cell phone use is limited to specific instructional purposes.
- Refrain from taking photos, audio recordings, or videos of others without their expressed consent.
- Refrain from sharing photos, videos, or recordings of others through text messages, via apps/social media, or showing person to person without the consent of those involved.

A high school student having a wireless telecommunication device must keep the device “silenced” and not visible during class time or while in the media center. The device may be stored in a backpack, purse, pocket, or other places where it is not visible during class time. If school staff observe such a device during class time, it will be confiscated and sent to the assistant principal. Failure on the part of the student to turn in his/her electronic device, if requested by the staff member, will be considered defiant, and disciplined accordingly. **If a phone is brought to the principal’s office, the consequences are as follows:**

- 1) **First offense** - Students can pick their phone up at the end of the school day from the principal.
- 2) **Second offense** - Parents/guardians can pick the phone up at the end of the school day from the principal.
- 3) **Third offense** - The student will receive an out-of-school suspension or in-school detention (discretion of the principal).

**NOTE: Guymon Public Schools is not responsible for the theft or loss of a student’s wireless telecommunication device. All electronic devices are brought to school at their own risk. GHS is not responsible for lost or stolen devices.**

### **LOST AND DAMAGED CHROMEBOOKS**

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost,

stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

### **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

## **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to [melissa.watson@guymontigers.com](mailto:melissa.watson@guymontigers.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all

other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**        **70 O.S. § 24-158**  
                                      **State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma Schools  
Effective July of 2021**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE:** This form is optional the district is certainly free to require a different document in its place.

**SEARCH OF STUDENTS**

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**REFERENCE: 70 O.S. §24-102**

**STUDENT CONDUCT  
DRESS CODE**

The Guymon Board of Education believes that the majority of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

Students shall be expected to present a clean and groomed appearance in school. Clothing should reflect a concern for modesty and appropriate attire. Students will be fully dressed. Clothing will be worn as the manufacturer designed it to be worn. Jewelry or clothing which is considered profane, vulgar, or lewd will not be permitted.

The superintendent is directed to establish a regulation supporting this policy. The dress code can be found in the Student Handbook.

**REFERENCE: 70 O.S. §6-114 (C)**

## **PARENT PARTICIPATION IN THE SCHOOL DISTRICT**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district.
  - b. open enrollment rights.
  - c. the right to opt out of assignments.
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,

- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

**PARENT PARTICIPATION (Cont.)**

- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

**LEGAL REFERENCES:**     70 O.S. § 10-106  
                                  70 O.S. § 11-103.3

**70 O.S. § 11-103.6  
70 O.S. § 11-105.1  
70 O.S. § 11-106  
70 O.S. § 1210.192  
70 O.S. § 1210.301 through § 1210.308  
70 O.S. § 1210.508E**

***THIS POLICY REQUIRED BY LAW.***

**COMPLIANCE WITH FAMILY EDUCATIONAL  
RIGHTS AND PRIVACY ACT OF 1974  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

**ANNUAL NOTIFICATION**

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;  
**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
 ACT OF 1974, REGULATION (Cont.)**

- 2. The right to exercise a limited control over other people's access to the student's education record;
- 3. The right to seek to correct the student's education record, in a hearing, if necessary;
- 4. The right to report violations of the FERPA to the Department of Education; and
- 5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records Director	Special Education Office	Special Education
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

——(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,

- C. Establish the conditions for the receipt of the financial aid, or
- D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

- 4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
- 5. To accrediting organizations to carry out their accrediting functions;
- 6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
- 7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
- 8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- 1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- 2. The information is necessary and needed to meet the emergency;
- 3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
- 4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

- 1. A specification of the records to be released;
- 2. The reasons for the disclosure;
- 3. The person, organization, or the class or organizations to whom the disclosure is to be made;
- 4. The parent's or eligible student's signature; and
- 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.



Disposal/Removal/Transfer of School Property

Date: 6/12/24 School or Department: Guyman Jr. High

Name of Person Making Request: Jackie Yell

Type of Request (Select One):  Disposal  Surplus/Removal  Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one)  Maintenance  Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
curriculum chairs/desks	old workbooks			350	by library / hallway for by library (student)

16 desks  
11 chairs

forms 8+9

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- Damaged - chairs/desks
- No longer instructionally related - curriculum
- Out of date
- Other
- Transfer to another school or government agency
- Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- School dumpster (by building personnel unless extenuating circumstances)
- School recycle bin (by building personnel unless extenuating circumstances)
- Technology recycling
- Transfer to another school or government agency \_\_\_\_\_
- Removal to warehouse

Routing: Building Principal > Superintendent to approve > Inventory Specialist > Funding Source Administrator > Maintenance

Janie Brooks  
Principal Signature

\_\_\_\_\_  
Inventory Specialist

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Administration



**Disposal/Removal/Transfer of School Property**

Date: 6/12/24 School or Department: Guymon Jr. High

Name of Person Making Request: Jackie Yell

Type of Request (Select One): Disposal  **Surplus/Removal**  Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance  Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
overhead projector				1	by library

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- Damaged
- No longer instructionally related
- Out of date
- Other
- Transfer to another school or government agency
- Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- School dumpster (by building personnel unless extenuating circumstances)
- School recycle bin (by building personnel unless extenuating circumstances)
- Technology recycling
- Transfer to another school or government agency \_\_\_\_\_
- Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

Laurie Brooks  
Principal Signature

\_\_\_\_\_  
Inventory Specialist

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Administration



**Disposal/Removal/Transfer of School Property**

Date: 7/3/2024 School or Department: Technology

Name of Person Making Request: Lance Shelite

Type of Request (Select One): Disposal Surplus/Removal Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
<i>See Attached</i>					

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- Damaged
- No longer instructionally related
- Out of date
- Other
- Transfer to another school or government agency
- Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- School dumpster (by building personnel unless extenuating circumstances)
- School recycle bin (by building personnel unless extenuating circumstances)
- Technology recycling
- Transfer to another school or government agency \_\_\_\_\_
- Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Inventory Specialist

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Administration

Item:	Brand:	Serial Number:	Barcode:	Surplus Reason
Access Point	Cisco	FTX1443E491		End of Life
Access Point	Cisco	FTX1337B17Q		End of Life
Access Point	Cisco	FTX1450K5QF	GPS-NE-RM04	End of Life
Battery Backup	Tripplite	F02082406		End of Life
Battery Backup	CyberPower	PY2KN2000048		End of Life
Battery Backup	APC	4B1020P42535		End of Life
Chromebook	HP	5CD811D3WV	100E0903	End of Life
Chromebook	HP	5CD8123ZFX	100E1850	End of Life
Chromebook	HP	5CD811CCYP	1.00E+291	End of Life
Chromebook	HP	5CD811CD06	100E0361	End of Life
Chromebook	HP	5CD7508D3G	100E0429	End of Life
Chromebook	HP	5CD8127K3N	100E1730	End of Life
Chromebook	HP	5CD811D536	100E0326	End of Life
Chromebook	HP	5CD811C9C1	100E276	End of Life
Chromebook	HP	5CD811CR9K	100E1495	End of Life
Chromebook	HP	5CD8124009	100E1667	End of Life
Chromebook	HP	5CD8127K2J	100E1845	End of Life
Desktop	Bytespeed	2015-09-4355		End of Life
Desktop	Bytespeed	2009-06-0822		End of Life
Desktop	Bytespeed	2014-08-3800		End of Life
Docking Station	Dell	2DRJG23		Damaged
Docking Station	Dell	1WPJW43		Damaged
Laptop	Acer	LXTCJ060856290509D2500		End of Life
Laptop	Dell	774RVYW2		End of Life
Laptop	Dell	JZX4VT2		End of Life
Laptop	Dell	5HTTYW2		End of Life
Laptop	Dell	BZMTYW2		End of Life
Laptop	Dell	DTMTYW2		End of Life
Laptop	Dell	4ZMTYW2		End of Life
Laptop	Dell	6SMTYW2		End of Life
Laptop	Dell	JFGTYW2		End of Life
Laptop	Dell	8BGTYW2		End of Life
Laptop	Dell	H4CSYW2		End of Life
Laptop	Dell	2C0VYW2		End of Life
Laptop	Dell	19L8VT2		End of Life
Laptop	Dell	526VYW2		End of Life
Laptop	Dell	3WMTYW2		End of Life
Laptop	Dell	366VYW2	GPS-HPLT-79	End of Life
Laptop	Dell	HY0XYW2		End of Life
Laptop	Dell	7G8TYW2		End of Life
Laptop	Dell	3QS7VT2		End of Life
Laptop	Dell	8VS7VT2		End of Life

Item:	Brand:	Serial Number:	Barcode:	Surplus Reason
Laptop	Dell	7KTTYW2		End of Life
Laptop	Dell	680VYW2		End of Life
Laptop	Dell	52NTYW2		End of Life
Laptop	Dell	FWMTYW2		End of Life
Laptop	Dell	D1M7VT2		End of Life
Laptop	Dell	27M7VT2		End of Life
Laptop	Dell	J9M7VT2		End of Life
Laptop	Dell	4SS7VT2	4SS7VT2	End of Life
Laptop	Dell	FTS7VT2		End of Life
Laptop	Dell	FRX4VT2		End of Life
Laptop	HP	CND1366YGH	CND1366YGH	End of Life
Laptop	Dell	C2Z7VT2		End of Life
Laptop	Dell	B9TZRQ2		End of Life
Laptop	Dell	9H40SQ2		End of Life
Laptop	Dell	5R2TYW2		End of Life
Laptop	Dell	87M7VT2		End of Life
Laptop	Dell	7PVNXG1		End of Life
Laptop	Dell	3S2TYW2		End of Life
Laptop	Dell	7JS7VT2		End of Life
Laptop	Dell	3JS7VT2		End of Life
Laptop	Dell	JPRXYW2		End of Life
Laptop	Dell	D2Y4VT2		End of Life
Laptop	Dell	J5MSVT2		End of Life
Laptop	Dell	4G8TYW2		End of Life
Laptop	Dell	48RVYW2		End of Life
Laptop	Dell	D56VYW2		End of Life
Laptop	Dell	73NTYW2		End of Life
Laptop	Dell	HKTTYW2		End of Life
Laptop	Dell	23XSYW2		End of Life
Laptop	Dell	FTMTYW2		End of Life
Laptop	Dell	62XSYW2		End of Life
Laptop	Dell	BJS7VT2		End of Life
Laptop	Dell	1QS7VT2		End of Life
Laptop	Dell	9TSBZC1		End of Life
Laptop	Thinkpad	LR-5AK9C		End of Life
Laptop	Dell	22Y4VT2		End of Life
Laptop	Dell	6J0VYW2		End of Life
Laptop	Dell	2M40SQ2		End of Life
Monitor	Dell	CN-0524N3-74261-43L-2RYL		Damaged
Monitor	Asus	A5LMQS026282		Damaged
Monitor	Asus	CALMTS193513	GPS-1007	Damaged
Monitor	Asus	ETL860802474713F364220		Damaged

<b>Item:</b>	<b>Brand:</b>	<b>Serial Number:</b>	<b>Barcode:</b>	<b>Surplus Reason</b>	
Monitor	AOC	92968CA004091	92968CA004091	Damaged	
Phone	Digium	000fd30ab1e7		Damaged	
Printer	HP	CN984C52J0	CN984C52J0052T	Damaged	
Printer	Ricoh	T1129110910		Damaged	
Projector	NEC	8500155CM		Damaged	
Projector	Boxlight	230204171400059		Damaged	
Switch	HP	AA/2AFGFQTC06460		End of Life	
TV	LG	108WTSB37174		Damaged	
Video Recorder	HIKVISION	497530012		End of Life	
Video Recorder	HIKVISION	739375441		End of Life	



**Disposal/Removal/Transfer of School Property**

Date: 10/17/24 School or Department: AgEd/High School

Name of Person Making Request: Stacia Huxman

Type of Request (Select One): Disposal Surplus/Removal Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
<u>See Attached</u>					

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

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- Other
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- Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- School dumpster (by building personnel unless extenuating circumstances)
- School recycle bin (by building personnel unless extenuating circumstances)
- Technology recycling
- Transfer to another school or government agency \_\_\_\_\_
- Removal to warehouse
- Sell if possible

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Inventory Specialist

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Administration

6/17/24								
2	Vector Thermal Dynamic Plasma Cutters			Ag Shop	High School - Ag Building		Sell	
1	Stanley Standing Grinder/Buffer	610G	5048PE00195	Ag Shop	High School - Ag Building		Sell	
1	Scotchman	350 1PH	B92241211	Ag Shop	High School - Ag Building		Sell	

North Greenhouse

High School Ag Building

Sell

Appendix A

**PERSONNEL REPORT**

July 2024

**APPOINTMENTS SUPPORT STAFF**

Karina Cervantes (8/8/24)	Newcomers Paraprofessional - High School
Julie Chavez (8/8/24)	Special Education Paraprofessional - Prairie
Leslie Medina (8/1/24)	Secretary - North Park
Benancio Fernandez (8/8/24)	Paraprofessional - Prairie
Kysahn Sands (8/8/24)	Physical Education Teacher - High School (Adjunct)
Nan Thiri Aung (8/8/24)	Paraprofessional - Carrier
Shelby King (8/8/24)	3rd Grade Teacher - Academy (Adjunct)
Maria Nolasco (6/24/24)	Custodian - Jr High

**APPOINTMENTS CERTIFIED**

Natalie Carpio (8/8/24)	Newcomers Teacher - High School (Emergency Certified)
Terri Keener (8/8/24)	Newcomers Teacher - High School
Karen Bauer (8/8/24)	4th Grade Math Teacher - Academy (Emergency Certified)

**RESIGNATIONS CERTIFIED**

Molli Owen	1st Grade Teacher - Prairie
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Appendix A

**PERSONNEL REPORT**

July 2024

**APPOINTMENTS SUPPORT STAFF**

Karina Cervantes (8/8/24)	Newcomers Paraprofessional - High School
Julie Chavez (8/8/24)	Special Education Paraprofessional - Prairie
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**APPOINTMENTS CERTIFIED**

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Terri Keener (8/8/24)	Newcomers Teacher - High School
Karen Bauer (8/8/24)	4th Grade Math Teacher - Academy (Emergency Certified)

**RESIGNATIONS CERTIFIED**

Molli Owen	1st Grade Teacher - Prairie
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